

RSU 3 - PAYROLL ELECTION FORM – School-Year Secretaries
2023-2024 SCHOOL YEAR

REGULAR POSITION: _____ **EMPLOYEE NAME:** _____

(please print clearly)

As a school-year hourly employee, I hereby elect to have my pay (check ONE):

GROSS PAY AVERAGED OVER 25 PAYS*
(September 21, 2023 through August 22, 2024*)

PAID AS EARNED

***2023-24 Year:**

- **September 7th pay will be paid as earned**
- **If pay averaging is selected, the remaining pays will be averaged**

Note: Gross Pay is prior to employee's payroll taxes and deductions

I understand that **NO voluntary change** can be made after I receive my first pay averaged paycheck. In the event of mid-year leave of employment, I authorize RSU 3 to deduct any overage paid to-date from my last paycheck and if that is insufficient to cover any overpayment, I will pay RSU 3 direct.

I understand this form must be returned to Pam Harper at RSU 3 Central Office, 84 School St, Unity; or via email: bvandeventer@rsu3.org or Fax to 948-6209 by Thursday, September 7, 2023. If not received **by September 7, 2023**, I will be PAID AS EARNED for the year.

Signature

Date

For HR use:

Date Received: _____ Position: _____

Hourly Pay Rate: \$_____ Hours Per Day: _____ Days Per Year: _____ Hours Per Year: _____

Annual Regular Position Gross Pay: \$_____

Subtract 1st September paycheck amount paid as earned: - \$_____ Hours Paid: _____

Remaining Regular Gross Pay to be averaged = \$_____

Average Gross Pay over 25 paychecks = \$_____

Average Remaining Hours over 25 paychecks = _____

Payroll Position Maintenance Updated: _____ (check)