

WARWICK VALLEY CENTRAL SCHOOL DISTRICT

May 1, 2023

TO: All Teachers
FROM: Barbara Ripley Brown, PAYROLL, District Office
SUBJECT: Payroll Plan and Schedule for 2023-24

For the 2023-24 school year we are again offering a choice of payroll plans.

We request that each teacher submit his/her choice of payroll plan, if a change is desired. Please complete the form shown below and return it to your school office before June 16, 2023.

PLEASE NOTE THAT AN APPLICATION FOR DIRECT DEPOSIT OF PAYCHECKS IS AVAILABLE FOR THE CONVENIENCE OF ANYONE WHO WOULD LIKE TO ENROLL IN THAT OPTION. IT IS NOT NECESSARY TO FILL OUT THIS FORM IF YOU ARE ALREADY ENROLLED.

TO: Barbara Ripley-Brown, Sr. Payroll Clerk

I want my salary for the 2023-24 school year to be calculated and paid according to the method checked below:

_____ Plan A - 22 Payments
_____ Plan B - 26 Payments -

*****SEE REVERSE FOR ADDITIONAL INFORMATION.**

Once elected, method of payment may not be changed during the school year.

Legal Name Printed _____

Legal Name Signature _____

Date _____

Method of Payment - Teachers and Administrators

All 10-month teachers shall have the option of choosing Plan A or Plan B as outlined above. Administrative and other 12-month positions will be calculated on a daily payment plan with payments starting in **July 2023**.

PLAN A - 22 payments

Contract salary will be divided in 21 equal payments, the first payment will be on a per day basis. Payment will be made every other week, September through June, with the final payment distributed on the last day of school.

PLAN B - 26 Payments

Contract salary will be divided into 25 equal parts, the first payment will be on a per day basis. Payment will be made every other week, September through June. The final payment will be on the last day of school. The four accumulated payments will be distributed on the day prior to the last day of school.

Day of Payment

Payment will be made every other Friday, September through June, unless noted, otherwise on the attached schedule of pay dates.

Forms and Records

All required information pertaining to withholding, insurance, retirement, etc. must be completed and submitted to the Secretary of the Superintendent by **August 11, 2023**. Failure to supply necessary information, will result in a delay of payment.