



Parlier Unified School District

Payroll Department

900 Newmark Ave. - Parlier, CA 93648

(559) 646-2731 - Fax: (559) 888-0210

Deferred Pay Election

Form must submitted to Payroll by the 1st of the month before the first payroll of the school year.

Employee Name: _____ SS#: XXX-XX-_____

- ▶ All employees who work less than 12 months have the option to use the deferred payment system in order to received a paycheck each month over a 12 month period (in July and/or August).
- ▶ Deferred pay is calculated by withholding a proportional amount of net pay each pay period, either one tenth or one eleventh, to be paid during the summer months when the employee is not working.
- ▶ Employees hired after the beginning of the school year will have will have the proportion of the remaining months of the year deducted each month.
- ▶ This election will remain in effect, from year to year, unless cancelled by submission of the **Cancel Deferred Payroll** form.
- ▶ Deferred pay will will survive the end of employment, providing deferred payments during the summer months when the employee is not working.
- ▶ The amount of deferred pay benefit under this election is dependent on the employee's net pay each month of active employment. Therefore, the District makes no guarantee of the payment level of any employee electing participation.

By signing this form I authorize the District to withhold from my pay check the amount necessary for deferred pay during the months that I do not work. Should my employment with the District end with my owing the District money, for any reason, I authorize the amount I owe to be deducted from my deferred pay.

Employee Signature

Date

For Office Use Only

Processed by: _____ Date Posted: _____ Voluntary Deduction #: _____