



Lexington Public Schools

146 Maple St ♦ Lexington, Massachusetts 02420

TEACHER PAYROLL SELECTION OPTION

Due annually by May 1.

Teachers (**hired before FY13**) have an option of choosing 22 equal payments or 26 equal payments. Once a plan has been chosen it has to remain in effect for the current school year. Please submit the signed request anytime before May 1 to change for the following school year, to

Central Administration Building - Finance Office

Payroll Selection:

I wish to choose the following payment plan and understand that my bi-weekly payroll does not directly reflect my contracted pay. I will be paid in full by the last school day of each school year.

22-payment plan _____
(22 equal bi-weekly payments)

26-payment plan _____
(21 equal bi-weekly payments plus one lump sum payment on the last day paycheck of the school year)

Print Name: _____
(Legal Name as it appears on Social Security Card)

Signature _____ Date: _____

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Office Use Only:

Employee Number: _____ Employee Job Class _____ Date of First Payroll: _____

Payroll Calculation: Employee FTE: _____

Grade ____ Step ____ Annual Amount: \$ _____ /22 = \$ _____ per payroll

Grade ____ Step ____ Annual Amount: \$ _____ /26 = \$ _____ per payroll

Date Sent to Benefits Coordinator: _____