



Payroll Department
124 Grand Street
Newburgh, NY 12550
(845) 563- 3440

10 Month Contract Employees Payment Options

All 10 month contract employees are paid for services on a bi-weekly basis and exercise an option to be paid in twenty one (21) equal payments between September and June, or the 1/26 basis to be paid in twenty (20) equal payments plus 6th last pay check

In order to prepare for payroll processing it is necessary for each ten month employee to indicate a preference. If no preference is indicated, payment will be on the 1/26th basis. Options are binding and cannot be changed during the school year. Additionally, no changes can be made after the first pay of the school year.

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I prefer to receive my salary on the following (Check One)

1/21 Option- 21 equal bi-weekly payments September- June

1/26 Option- 21 equal bi-weekly payments September- June

Plus a lump sum balance of contract paycheck

Print Name _____

School _____

Sign _____ Date _____