

Lynn A. Chase
Director of Management Services

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Memo

To: ONC BOCES 10 Month Staff

From: Lynn Chase, Director of Management Services

Date: April 12, 2016

Subject: **10 Month Staff Payroll Election Notice**

The 10 month staff payroll election notice process has changed. Please read the following instructions carefully.

As a 10 month employee for Otsego Northern Catskills BOCES, you have two options with how your contract salary can be paid. You may have your salary spread evenly over the existing pay periods in the school year or decide to take lesser equal amounts over the existing pay periods in order to have one extra check at the end of the year that equates to five pays.

Please complete the attached 10 Month Staff Election Notice form. This form will serve as your payroll election notice. Once we receive this form, your election will remain in effect until you change it.

According to IRS regulation, this form must be completed and received by ONC BOCES Business Office prior to the first day worked. Please send all completed forms to Melissa Kiel, Payroll Benefits Specialist, in the ONC BOCES Business Office. For newly hired 10 month staff, the form must be received prior to the first day worked. For returning 10 month staff who are interested in changing their election, an updated election notice must be received before the first day worked in the new school year. If an election notice is not received prior to the first day worked, we will assume your election is OPTION 1 which is to spread your salary evenly over the existing pay periods.

Please feel free to contact me with any questions at (607) 588-6291 ext. 172 or send an email to me at lchase@oncboces.org.



10 Month Staff Payroll Election Notice

Name: _____
(please print full name)

Please check one of the following options, sign and date below:

___ **OPTION 1:** I would like to spread my contract salary evenly over the total number of existing payroll periods in the school year.

___ **OPTION 2:** I would like to spread my contract salary over the total number of existing payroll periods in the school year plus five additional pay periods. The five additional pays will be paid in one check on the last pay period of the school year along with my normal check. For new 10 month staff hired during the school year, contract salary will be divided over the remaining payroll periods plus five additional pay periods.

This election will remain in effect from year to year unless it is changed by me with an updated election notice form and submitted before the first day worked in the new school year.

Signature: _____ Date: _____

Forward original form to:
Melissa Kiel
Payroll Benefits Specialist
Otsego Northern Catskills BOCES
2020 Jump Brook Road
Grand Gorge, NY 12434