

## LANSING CENTRAL SCHOOL

**TO: FACULTY AND STAFF**  
**SUBJECT: PAYROLL OPTION FORM**  
**FROM: BUSINESS OFFICE**  
**DATE: 2023-2024 SCHOOL YEAR**

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***Please carefully review the payroll options noted below to determine what option best suits your needs. It is suggested that you perform your personal calculations under each option to determine the best fit for your personal budget. Please understand that, once you have selected an option, it may not be changed.***

**OPTION I:** (26 payments) - On 9/08/2023, you will receive a pro-rated paycheck for days worked through that payroll date. Each payroll from 9/22/2023 through 6/14/2024, you will receive 1/26<sup>th</sup> of your annual salary (20/26). On 6/25/2024, you will receive the remainder of your annual salary.

**OPTION II:** (21/22 payments) - On 9/08/2023, you will receive a pro-rated paycheck for days worked through that payroll date. Each payroll from 9/22/2023 through 6/14/2024, you will receive 4.5% of your annual salary (90%). On 6/25/2024, you will receive the remainder of your annual salary.

**COMPLETE AND RETURN TO THE DISTRICT OFFICE AS SOON AS POSSIBLE.**

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First Name	Middle Initial	Last
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A. **METHOD OF PAYMENT - Do you prefer to be paid on a 12-month or 10-month basis?**  
(Check one box below)

- 12-month (26 payments) Option I
- 10-month (21/22 payments) Option II

***I have read the foregoing information and the facts that I have furnished are to be used by the Lansing Central School District. I also understand and agree that the designation of the payment option noted on this form may not be modified until the conclusion of the 2022-2023 school year.***

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Signature	Position	Date
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