



## Summer Pay Election Form

The Summer Pay Election is an option for classified employees to have money held back on each pay period, after taxes and benefits are figured. The summer payout will show on the last regularly scheduled paycheck. The summer pay deduction will not be on the last check. This is a completely voluntary election that can only be made once a year. This form must be completed and returned to the Payroll Department no later than 7 working days prior to your first paycheck. The amount selected will be in effect until a new form is submitted.

**Complete one of the tables below and select Option 1 or 2.**

<b>Option 1: Spread pay over periods selected below.</b>
Current Number of Pays: <input style="width: 80%;" type="text"/>
Current Net Earnings per Period: <input style="width: 80%;" type="text"/>
Additional Pays: <input style="width: 80%;" type="text"/>

<b>Option 2: Hold back a set amount.</b>
Current Number of Pays: <input style="width: 80%;" type="text"/>
Current Net Earnings per Period: <input style="width: 80%;" type="text"/>
Amount to Withhold per Period <input style="width: 80%;" type="text"/>

Select Option to Calculate
<b>Option 1</b>

Amount Withheld per Period <b>#N/A</b>	% of Pay <b>#N/A</b>
New Net Earnings per Period <b>#N/A</b>	% of Pay <b>#N/A</b>
Estimated Summer Pay Lump Sum Amt <b>#N/A</b>	

X	<b>Option 1.</b> I would like to have the correct amount held from my net earnings to spread my pay over the number of periods I've selected. The total number of payments may not exceed 24.	<b>Additional Pays</b> <b>0</b>
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	<b>Option 2.</b> I would like to have a flat dollar amount held from my net earnings to receive on my last regularly scheduled paycheck. This amount may not exceed 30% of my regular per period net pay.	<b>Flat Amount</b>
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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID