



Unified School District Fiscal Services

Sharon Flores, Senior Director

(909) 820-7700 Ext. 2232

DATE: May 9, 2013

TO: All Contract Classified Employees (Less than 12 months and on certain Work Year Calendars)

SUBJECT: 2013-2014 Deferred Net Pay

The District offers Deferred Net Pay (DNP) for Contract Classified employees working less than 12 months in a fiscal year and whose work year calendar reflects less than 24 pay periods. Employees who choose to participate in the DNP deduction program must complete the authorization form below and submit it to the Payroll Department by **May 31, 2013**. If you do not wish to make any changes, no action is necessary.

If you have any further questions, please contact the Payroll Department: (909) 820-7700 ext. 2243 (A-L) or ext. 2233 (M-Z). To find your work year calendar, please refer to the district webpage: District Admin > Personnel Services > Work Year Calendar

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I, (print name) hereby authorize to have my annual net salary paid on a 12-month basis. **I understand that this authorization is not revocable within the fiscal school year**, and that, on the basis of this authorization, deductions will be made in subsequent years unless I provide written notification received in Payroll by July 1 in the fiscal year of cancellation. I understand that:

1/6 (16.67%) of my net pay each pay period will be deferred (Disbursed June 15th and July 15th) (Depending on your Work Year Calendar No.)

OR

1/12 (8.33%) of my net pay each pay period will be deferred (Disbursed July 15th) (Depending on your Work Year Calendar No.)

I choose to cancel Deferred Net Pay.

EMPLOYEE SIGNATURE

DATE