

## **2022-2023 Payroll Options for New Employees**

Employee Name: (Please Print) \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

### **For first time employees in Alabama school district:**

In order to help make your transition into the Russell County School System easier, you have two payroll options to choose from during your first year of employment. You must make a selection and return to the Human Resources Office no later than August 15, 2020; otherwise you will receive the standard payment schedule.

Check one of the options below:

\_\_\_\_\_ Option 1 – Standard Teacher Pay Schedule –

Pay starts in September and is spread over 12 months.

\_\_\_\_\_ Option 2 – 13 Month Pay Schedule –

Your pay begins a month early and your annual salary is divided out over 13 months.

*(corrected 8/18/20)*

- Please note that the options above are only available to you in your first year of employment as an educator.
- Paychecks are issued on the last district office working day of each month.

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

Date: \_\_\_\_\_