



Binghamton City School District

Christopher Columbus School
164 Hawley Street
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2020-2021 PAYROLL ELECTION FORM FOR CATEGORY I (10.5 month) ADMINISTRATORS

As a Category I (10.5 month) Administrator, under the BASA contract, you have the option to choose to receive your annual salary divided into either 22 payroll periods or 22 + 4 payroll periods, as indicated below.

_____ **22 Checks:** Please distribute my salary over 22 payroll periods, beginning with the August 30, 2020 payroll.

_____ **22 + 4 Checks:** Please divide my salary by 26 and distribute 22 checks between August 30, 2020 and June 25, 2021 with a large check that is the equivalent of 4 payroll periods included on June 25, 2021.

If you wish to make a change, please indicate your preference and sign and return this form to Debby Theleman in payroll, **no later than June 1, 2020**. If payroll does not receive a form, no change will be made.

Signature: _____

Date: _____

Name (Please Print or Type): _____

Please send through school mail to: Debby Theleman, CBO Payroll, or scan and email to dthelema@btboces.org