

Alpine Union School District

2001 Tavern Rd, Alpine, CA 91901

Payroll/Benefits Department

Phone (619) 445-4935 Fax (619) 445-7045

EMPLOYEE REQUEST FOR 11/12 PAY AND HOLD HARMLESS

I, _____, as an employee of the Alpine Union School District, would like to request 11/12 pay starting with the next payroll.

I understand that I will not receive interest on my money being held on account for the payment of July. I understand the amount taken out of my regular payroll warrants, August through June, will be 8.33% of my net pay. I also agree that I will not make any changes to this request until August of next year.

Employee, for himself, his spouse, heirs, administrators, executors, and assigns, agrees that the Employer, the Alpine Union School District, the Governing Board, their officers, agents and employees, shall have no liability whatsoever for any claim or demand which may be made as a result of 11/12 pay pursuant to this agreement.

Employee, his successors and assigns, shall hold harmless and indemnify Employer, the Alpine union School District, the Governing Board, their officers, agents and employees from and against all liability and every claim and demand which may be made by reason of the participation in the 11/12 pay as requested above.

In WITNESS WHEREOF, the parties hereto have executed this agreement effective as of the date upon which the last party hereto has signed the same.

Employee Signature

Date

Witness Signature

Date

Employee ID Number

TO ALL EMPLOYEES INTERESTED IN 11/12 PAY:

Employees working 11 months, August through June, could request to be get 12 checks, August through July.
July's 11/12 check will be a direct deposit for employees with a direct deposit set-up.

It is important to understand how this will work. Here is an example:

| | | | | | | | | |
|--------------------------------|--|-------------------|--------------------------------------|------------------------------|-------|---------------------------|-----------------|--------------------------------|
| Alpine Union School District | | | Pay Group: 01M-Alpine Union Paygroup | | | Business Unit: 00100 | | |
| 2001 Tavern Rd | | | Pay Begin Date: 04/01/2017 | | | Advice #: 000000001234567 | | |
| Alpine, CA 91901-9401 | | | Pay End Date: 04/30/2017 | | | Advice Date: 04/28/2017 | | |
| EXAMPLE | | | Employee ID: 123456 | | | TAX DATA: | | |
| Mailing Address | | | Department: 00X-School Site | | | Federal | | |
| City, State Zip Code | | | Location: XXXX-XXXXXXXXXX | | | CA State | | |
| | | | | | | Marital Status: Single | | |
| | | | | | | Allowances: 0 | | |
| | | | | | | Addl. Percent: | | |
| | | | | | | Addl. Amount: | | |
| HOURS AND EARNINGS | | | | | | TAXES | | |
| Description | | Rate | Current Units | Earnings | Units | YTD Earnings | Description | |
| Regular | | | | 5,858.53 | | 23,434.12 | Fed Withholding | |
| | | | | | | | Fed MED/EE | |
| | | | | | | | CA Withholding | |
| TOTAL: | | | 0.00 | 5,858.53 | 0.00 | 23,434.12 | TOTAL: | |
| | | | | | | | 895.38 | |
| | | | | | | | 3,581.52 | |
| BEFORE-TAX DEDUCTIONS | | | AFTER-TAX DEDUCTIONS | | | EMPLOYER PAID BENEFITS | | |
| Description | | Current | YTD | Description | | Current | YTD | Description |
| Medical Deductions Pre-Tax | | 1,021.29 | 4,085.16 | 01 CTA SS | | 100.80 | 403.20 | Medical Deductions Pre-Tax |
| STRS Deduction | | 600.49 | 2,401.96 | Delayed Net Pay 8.33% | | 269.48 | 1077.92 | Dental Deductions Pre Tax |
| | | | | FBC Voluntary Life Insurance | | 5.50 | 22.00 | Vision Plan Deduction Pre Tax |
| | | | | | | | | Life Insurance Deduction - AT |
| | | | | | | | | Long Term Disability After Tax |
| | | | | | | | | STRS Deduction |
| | | | | | | | | Alpine Workers Comp |
| TOTAL: | | 1,621.78 | 6,487.12 | TOTAL: | | 375.78 | 1,503.12 | *TAXABLE |
| TOTAL GROSS | | FED TAXABLE GROSS | | TOTAL TAXES | | TOTAL DEDUCTIONS | | NET PAY |
| Current | | 5,858.53 | 4,236.75 | 895.38 | | 1,997.56 | | 2,965.59 |
| YTD | | 23,434.12 | 16,947.00 | 3,581.52 | | 7,990.24 | | 11,862.36 |
| Absence Balances | | | NET PAY DISTRIBUTION | | | | | |
| Vacation Balance 0.0 | | | Account Type | | | Deposit Amount | | |
| Sick Balance 0.0 | | | Advice #000000001234567 | | | Checking | | |
| Personal Necessity Balance 0.0 | | | | | | 2,965.59 | | |
| Personal Business Balance 0.0 | | | | | | | | |
| | | | TOTAL: | | | 2,965.59 | | |

MESSAGE:

TSA deductions and automatic deposits to your bank or credit union will affect your net pay amount. Your 11/12 pay is determined by net pay!

You will not receive interest on your money being held in your custodial account at County Office. You may sign up for 11/12 pay August 1st through 15th or when you are hired. If you are hired after the beginning of the school year, remember your check for July will not be as much. If you sign up for 11/12 pay, you should not plan on changing until August of the next school year. Once you have signed up, your 11/12 pay will continue until you request it to be canceled in writing.