CHICO UNIFIED SCHOOL DISTRICT
DEFERRED PAY ELECTION FORM

Please complete and return to the Payroll Department

NAME:_____ EMPLOYEE ID:_____
(PLEASE PRINT)

SIGNATURE:_____

EFFECTIVE DATE:_____

Employees are paid based on the months that they work.

Months Worked	Number of Months Paid
July – June	12
August – June	11
August - May	10
September - June	10
September - May	9

All employees will receive equal paychecks for each month they work. This applies regardless of the number of days worked in each month. For example, an employee that works August – June will receive 11 equal paychecks August – June.

You may elect to defer a portion of your pay each month in order to receive 12 equal paychecks (or 11 or 12 paychecks if you work over 10 months). As an example, if you work August – June and you choose to receive 12 paychecks, you will be paid August – July.

If you would like to make this election, please select the appropriate box below.

☐	I work August – May and would like to receive 12 paychecks (August – July)
☐	I work August – June and would like to receive 12 paychecks (August – July)
☐	I work September – May and would like to receive 12 paychecks (September – August)
☐	I work September – June and would like to receive 12 paychecks (September – August)

☐ CANCELATION EFFECTIVE DATE:_____

SIGNATURE:_____