

Capital District Educational Opportunity Center

LUMP SUM PAYROLL REQUEST FORM

For Faculty with a one-hundred seventy (170) day work year:

The “Lump Sum” payday for fiscal year 2024/2025 will be on May 30, 2025. On that payday you will receive three paychecks – one for the work performed through May 19, the second for two (2) paydays left in the 2025 academic year, and the third for the four (4) remaining paydays of the fiscal year ending August 31, 2025.

For Faculty with one-hundred ninety-five (195) day work year:

The “Lump Sum” payday for fiscal year 2024/2025 will be July 11, 2025. On that payday you will receive two checks - one for work performed through June and one for the remaining four (4) paydays for the fiscal year ending August 31, 2025.

The first payday for the 2024-2025 school year will be September 05, 2025

For Faculty with a one-hundred seventy (170) day work year:

In order to be eligible for “Lump Sum” payment, I understand that all required reports and materials, including time sheets due the EOC must be submitted by the last day of my work obligation, Monday, May 19, 2025.

For Faculty with a one-hundred ninety-five (195) day work year:

In order to be eligible for “Lump Sum” payment, I understand that all required reports and materials, including time sheets due the EOC must be submitted by Wednesday, June 25, 2025, the last day of my work obligation exclusive of attendance at graduation.

Print Name

Employee’s Signature

Date

For Faculty with a one-hundred seventy (170) day work year:

This form must be returned to the Payroll Office no later than April 18, 2025

For Faculty with a one-hundred ninety-five (195) day work year:

This form must be returned to the Payroll Office no later than May 16, 2025.

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FOR PAYROLL USE

One Check Two Checks

Biweekly Amt \$ _____

Deductions