

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 2018-2019 will be May 24, 2019. On that payday you will receive two paychecks for the remaining seven (7) paydays of the fiscal year ending August 31, 2019.

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

The "Lump Sum" payday for fiscal year 2018-2019 will be July 05, 2019. On that payday you will receive a check for the remaining four (4) paydays for the fiscal year ending August 31, 2019.

The first payday for the 2019-2020 school year will be September 13, 2019

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, Tuesday, May 21, 2019.

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 26, 2019, 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 26, 2019.

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 24, 2019.

FOR PAYROLL USE

One Check Two Checks

Biweekly Amt \$ _____

Deductions