



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Deferred Pay Option

Deferred Pay is available to full-time employees who work less than 12 months (e.g., August to June). These full-time employees have the option to elect to receive their pay in 10 paychecks, 11 paychecks or 12 paychecks for the fiscal year.

The deferred pay period begins with the August payroll. Should you prefer the deferred pay option, your annual salary will then be divided and paid out in equal installments from August through July each year.

To elect the deferred pay option complete the bottom portion of this form and return it to the Office of Human Resources, 7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568, **no later than August 10th**.

I **elect** to have deferred pay and understand that money **will be** held aside from each paycheck to accumulate for a paycheck in June (10 month employee) and July.

I **elect to remove** deferred pay and understand that money **will not be** held aside each paycheck and there will be **no** paycheck in June (10 month employee) or July.

If you have any questions please feel free to contact:

Classified: Kaitlyn Lundell 925-485-5506 or klundell@clpccd.org

Confidential & Supervisory: Megan McClain 925-485-5269 or mmclain@clpccd.org

Faculty: Megan McClain 925-485-5269 or mmclain@clpccd.org

Deferred Pay Option Election

I, _____ W# _____, elect the deferred
(Print Full Name)

pay option beginning with the August payroll, I understand that my annual salary will be paid to me in 12 paychecks from August through July each year.

Faculty Classified Confidential Supervisory

Signature

Date

For Office of Human Resources Use Only

Entered By:

Date: