

**NEW MILFORD PUBLIC SCHOOLS
Department of Human Resources
50 East Street
New Milford, Connecticut 06776**

DISTRIBUTION OF SALARY FOR SECRETARY

Please complete this form regarding the distribution of your annual salary and return the colored copy of this sheet to the Department of Human Resources. Please print the following information:

Name: _____

School: _____

Position: _____

(Please check one)

_____ Annual salary divided by number of pay periods in school year (depends on start date).
Each paycheck will be of equal amounts. **NO LARGE CHECK IN JUNE.**

_____ Annual salary divided by 25. Each of the first 20 checks will be the equivalent of 1/25 of
the annual salary. The last paycheck in June will be equal to 5/25 of the annual salary.

THE FOLLOWING OPTION IS NOT AVAILABLE IF YOU CHOOSE DIRECT DEPOSIT:

_____ Annual salary divided by 26. Each of twenty-six paychecks will be of equal amount or
equal to 1/26 of annual salary. The last four paychecks will be sent on July 1, July 15,
August 1 and August 15. **NO LARGE CHECK IN JUNE.**

Signature of Staff Member

Date

***Please note upon termination of employment (resignation, unpaid leave of absence, etc.) an adjustment may be necessary to your final paycheck (i.e. Time Worked vs. Time Paid)**