Stockton Unified School District

PAYROLL DEPARTMENT
701 North Madison Street
Stockton, CA 95202-1687
(209) 933-7001, Ext. 1 • FAX (209) 463-3054

Classified and Certificated Pay Plan Authorization

PLAN I	12 payments for an 11-month employee
PLAN II	11 payments for an 11-month employee

☐ **Plan I** Education Code Section 45165 – Plan 1 allows the district to withhold money from salary payments to be paid during the month of June or July, depending on your pay schedule. To accomplish this, 8.333% is withheld from the net amount of each of the salary paychecks. If your net pay changes during the fiscal year, it will affect this deduction. In addition, if you have a partial amount deducted for Premier Community Credit Union, the 8.333% is calculated after this deduction. The payment of the accumulated amount withheld is then mailed on June 30 or July 31, depending on your pay schedule. **Please note: This payment will not be electronically deposited.**

☐ **Plan II** Eleven equal payments. No payments will be made during the month you do not work, based on your pay schedule.

NOTE: It is strongly suggested that employees review their checkstubs to verify that the applicable deferred deduction is shown correctly. Should you notice any discrepancies, or if you believe that the amount being withheld for deferred pay is incorrect based on the percentages shown above, you should notify the Payroll Help Line immediately.

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You are hereby authorized to pay my salary as indicated above, and I agree that this decision is irrevocable per Education Code Section 45165, which states:

> **Once an employee has elected to be brought under the provisions of this section such election shall not be revocable until the commencement of the next ensuing fiscal year.**

I understand that changes can only be made during July 1st through August 12th of each fiscal year.

SUSD ID # _____

_____ _____
Signature of Employee **Date**

_____ _____
Print Name **Bargaining Unit**

[REV. 7/09]

Distribution: WHITE – Payroll CANARY – Employee