

# LSFT PAYROLL SCHEDULE SELECTION

Your selection will remain in effect each year unless a new Payroll Schedule Selection Form is submitted to the payroll office at least two weeks prior to receiving the first pay of a new school year.

## PLEASE CHECK ONE:

<input type="checkbox"/>	Initial selection (new-hires only) – <b>26 pays per year</b>
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<input type="checkbox"/>	Initial selection (new-hires only) – <b>21 pays per year</b>
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<input type="checkbox"/>	<b>Change from 26 to 21 pays.</b> This request must be made at least two weeks prior to receiving the first pay of the new school year.
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<input type="checkbox"/>	<b>Change from 21 to 26 pays.</b> This change must be made at least two weeks prior to receiving the first pay of the new school year.
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*Changes cannot be made once the first pay of the school year has been processed.*

PRINT NAME	
SIGNATURE	
DATE	