

**TO:** All Teachers and Nurses  
**FROM:** Petrina Lewis, Payroll  
**RE:** Teacher Salary Disbursement Request for 2016/2017

The following is a list of pay dates for all teachers and nurses for the 2016/2017 school year. Please complete the bottom part of this form **ONLY IF YOU WANT TO CHANGE HOW YOU ARE PAID NEXT YEAR. OTHERWISE, YOU WILL CONTINUE TO BE PAID THE SAME WAY NEXT YEAR AS YOU ARE THIS YEAR.** If you decide to change the way you are paid, please fill this form out and return it to me no later than May 27, 2016. Thank you.

**2016 Summer Pay Dates:** 6/30/2016, 7/15/2016, 8/1/2016, 8/16/2016

**2016/2017 Pay Dates**

08/31/2016 **First Teachers' Pay**  
09/14/2016  
09/28/2016  
10/12/2016  
10/26/2016  
11/09/2016  
11/23/2016  
12/07/2016  
12/21/2016  
01/04/2017  
01/18/2017  
02/01/2017  
02/15/2017  
03/01/2017  
03/15/2017  
03/29/2017  
04/07/2017 **Friday before Spring Break**  
04/26/2017  
05/10/2017  
05/24/2017  
06/07/2017 **Last Regular Pay and Balloon Pay**  
(2017 Summer Pay Dates to be determined)

**Please choose one and return bottom portion to Petrina Lewis in Payroll by May 27, 2016**

<b>2016/2017 Pay Requisition</b>	
<b>Name:</b> _____	<b>Date</b> _____
(please print)	
<input type="checkbox"/>	<b>REGULAR CHECKS:</b> 21 equal pays beginning 8/31/16
<input type="checkbox"/>	<b>BALLOON CHECKS:</b> 25 equal pays beginning 8/31/16, 20 equal checks plus 1 balloon pay equal to 5 pays on 6/07/2017
<input type="checkbox"/>	<b>SUMMER CHECKS:</b> 25 equal pays, 21 checks beginning 8/31/16 during the school year and 4 summer pays. (If you choose/have this method of payment, remember that your direct deposit advice will be emailed to your school gmail account. If you do not have direct deposit, please send 4 self-addressed stamped envelopes to the Payroll Dept.)