

**ELECTION FORM FOR ONGOING ACCELERATED SUMMER PAYMENT**  
**Payroll Department**  
**Lincoln Public Schools**

**220-DAY OFFICE PROFESSIONALS**

Payroll Schedule Election— Many office professionals work less than 12 months and are paid out over 12 months. This is called “annualized compensation.” Annualized compensation gives you income during the summer months. If you work a 220-day calendar, you have the opportunity to be paid your July and August 2022 paychecks on the July 2022 pay date. If this option is chosen, you will receive two separate paychecks with all regular deductions taken from each check. Any 403(b), credit union, garnishment, child support, Educational Savings Account, state retirement deductions, and tax withholdings will be forwarded to vendors immediately. All other deductions will be held for disbursement at the regularly scheduled time.

If you are planning to make an annuity, insurance or fringe benefit change during July or August 2022, it is recommended that you do not make this election.

If you wish to elect the accelerated summer payment, you must sign this form and it must be received by the Payroll Office, Box 32, LPSDO on or before July 15, 2021 or, for employees employed after July 15, 2021, prior to the first day of work. If you fail to sign and return this election form on or before July 15, 2021 or prior to the first day of work for employees employed after July 15, 2021, you will not be allowed to elect the accelerated summer payment for the 2021-2022 school year. This election will remain in effect indefinitely as long as you are employed and this election is available to your employee group. However, you may revoke election effective for a future school by submitting a written revocation prior to July 15th of the school year for which the revocation relates. Such revocation must be received by the Payroll Office, Box 32, LPSDO on or before July 15th of the school year for which the revocation relates.

IRS regulations provide that, once you have signed the agreement, you may not revoke it during a school year. As with any income tax matter, you should consult your personal tax counselor if you have any questions.

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I hereby elect acceleration of my August salary payment to the July payday for the 2021-2022 school year and future school years. I understand that this election is irrevocable during the 2021-2022 school year. I understand that this election will remain in effect indefinitely as long as I am employed and this election is available to my employee group. However, I further understand that I may revoke this election in writing effective for a future school year so long as I submit the written revocation prior to July 15th of the school year for which the revocation relates.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Printed Employee Name*

\_\_\_\_\_  
*Employee Number*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*email*

\*Payroll will email you a confirmation that your form was received\*