



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1397
(925) 682-8000

OFFICE OF
BUDGET & FISCAL SERVICES

OPEN ENROLLMENT
August 1-15

REQUEST FOR
12-MONTH PAY OPTION

CERTIFICATED
(DMA / MDSPA)

NAME _____

EMPLOYEE ID # _____

WORK SITE _____

I hereby authorize a salary deduction for the purpose of 12-month pay beginning with the _____ school year. This request shall remain in effect until further written notice is given to the Payroll Department. I understand I can not change the payment method during the current school year. However, annually (in August) I will be able to select a different payment option.

Signature: _____ Date: _____

Employees should note another option that is available through one of the three credit unions (call Payroll ex 4201). By automatically depositing funds into a credit union account, employees will gain the advantage of earning interest on their money and have access to their funds through the year.

See reverse side for explanation of the 12-month pay calculation.

For payroll and personnel use only

Payroll	Personnel
Received by: _____	Received by: _____
Date: _____	Date: _____

12-Month Payment Option for DMA and MDSPA employees

This option is implemented as a deduction. The deduction calculation is handled as follows:

TOTAL MONTHLY GROSS SALARY minus MANDATORY DEDUCTIONS minus VOLUNTARY DEDUCTIONS equals SUBTOTAL

SUBTOTAL multiplied by 8.33%* = SUMMER PAY DEDUCTION

EXAMPLE

GROSS	-	MANDATORY DEDUCTIONS	-	VOLUNTARY DEDUCTIONS	=	SUBTOTAL
\$5953.55	-	\$789.02	-	\$913.72	=	\$4250.81
SUBTOTAL	-	SUMMER PAY DEDUCTION	=	NET SALARY		
\$4250.81	-	354.09	=	\$3896.72		

The summer pay deduction is held in a trust account and then paid in one payment that is sent out at the end of July. The amount paid at this time is a net salary (no further deductions).

SUMMER PAY DEDUCTION	X	11 MONTHS	=	NET PAY FOR JULY
\$354.09	X	11 MONTHS	=	\$3894.99

The amount deducted for summer pay will fluctuate if any changes are made to your gross salary, mandatory or voluntary deductions (a dock for instance will change the amount taken).

If you have any further questions regarding the 12-Month Payment Option please contact the Payroll department.

payroll@mdusd.k12.ca.us

(925) 682-8000 ex 4201.

* Education Code §45165