



Division of Human Resources

PAY FREQUENCY

The Alachua County Public Schools provides a semi-monthly pay frequency. Deductions will be made on each check. This includes **involuntary** deductions, such as FICA, Federal withholding tax, court-ordered deductions, child support, etc. It will also include **voluntary** deductions, such as United Way, loan payments, union dues, professional organizations, etc. It is your responsibility to arrange with the vendor, private insurance carrier, bank lender, etc., to provide us with a deduction authorization showing the amount you wish to have deducted.

Teachers, nurses, food service managers, and senior clerical assistants may choose whether to receive 20 or 21 semi-monthly checks. Your option will start at the beginning of your contract year or work year. You will be allowed to make your selection once a year beginning in April. June 30th is the last day for submitting changes for the upcoming school year.

Place check mark next to the desired number of paychecks:

- 20 Checks
- 21 Checks (Deferred Pay Option)
- 24 Checks (12-Month Employees Only)

Employee Name (PLEASE PRINT)

Employee Signature

Employee ID (or) Social Security #

Date