



**SOLANO COUNTY OFFICE OF EDUCATION
Summer Arrears Election Form**

Employees who work less than 12 months (260 days) do not automatically receive pay in July. Classified and certificated staff working the school calendar are usually on an 11-month pay cycle, August through June. Employees have the option of electing Summer Arrears so that they can receive a paycheck in July when they would not ordinarily receive pay. The system will take 8.3334% of the net pay each month to provide a paycheck in their arrears cycle that is close to their normal monthly amount. **Please note that if you are hired after the first regular pay cycle of the year, your payment in July will not be equal to the normal monthly amount.** Please refer to the ++SUMMER W/H deduction on your pay stub to determine the current balance. The amount that you see on your June paystub is the final amount that will be set aside for your summer payment. Sample below:

Deductions/Contributions Description	Employer Current	Employee	
		Current	YTD
++SUMMER W/H		114.99	891.26

I elect Summer Arrears payroll payments as follows:

I am an 11-month employee, and I would like to elect a Summer Arrears payroll payment in July? Yes No

This election will remain in place until you make a change. A change in election can only be made at the beginning of each fiscal year (July 1). **You do not need to turn this form in again unless you need to make a change to your current selection.** Please review your paycheck after making a change to ensure that your selection is accurately reflected on your paycheck.

Name _____
(Please Print)

Employee Id Number _____

Signature _____ Date _____