



Reserve Net Pay Option - Enrollment Form 2023-2024

This enrollment form is for 10-month and 11-month employees to elect to reserve net pay for summer months following the school year.

Name (Please Print): _____

Employee ID#:

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Location #:

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Location or Department Name: _____

Please check one of the following:

☐

Certificated

☐

Classified

Please check your current pay schedule:

☐

10-Month

☐

11-Month

Amount to be deducted from each regular pay warrant during the 2023-2024 school year:

(Deduction must be expressed in dollars, **not** as a percentage) \$ _____

I hereby authorize this deduction from the salaried pay warrants issued from August to May. **I understand that this decision is irrevocable.** This money will be paid back to me in two equal payments in June and July following the school year for 10-month/12 pay or through a single payment in June following the school year for 11-month/12 pay.

Signature: _____ Date: _____

Please return your completed Reserve Net Pay Option form electronically to payroll@sandi.net.

If you are unable to submit your form electronically, you may mail it to:

San Diego Unified School District Payroll Department
4100 Normal Street, Room 1150
San Diego, CA 92103

This form must be received by the Payroll Department no later than July 31, 2023.