



Greenburgh Central
School District
Our Children. Our Focus. Our Future.



Victoria Lucas

Senior Payroll Clerk

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Dr. Tahira A. DuPree Chase
Superintendent of Schools

May 19, 2020

To: Teachers, Teaching Assistants, and Calendar Service Employees (188 days or 10 month)

From: Victoria Lucas

Re: 2020-2021 Payroll – Number of Pays

As you are all aware, all bargaining unit members shall be paid bi-monthly, on or about the 15th and 30th of each month. Members shall have the option of choosing to be paid on the basis of 20 or 24 (Multi-Pay/Balloon check) paychecks.

All bargaining unit members who are contracted for less than twelve months must complete and return this form to **Victoria Lucas** in the **Payroll Office**.

Print Name:_____ Position:_____ Building:_____

I request: 20 paychecks_____ I request: 24 paychecks _____

Signature:_____ Date:_____

*If your form is not completed and returned to the Payroll Office by June 12, 2020, you will automatically default to 20 pays. 24 pays is the balloon check.