

Plainville Community Schools

2023/2024 Salary Disbursement Request

The following is a list of pay dates for all teachers and nurses for the summer of 2023 and the 2023/2024 school year. Please complete this form **only if this is your initial request or you want to change how you are paid for the upcoming school year. Otherwise, you will continue to be paid the same way next school year as you are in the current school year.** The completed form should be forwarded to Payroll no later than June 23.

2023 Summer Pay Dates:

6/30, 7/18, 8/3 & 8/21

2023/2024 Pay Dates:

09/06/2023	First Teachers Pay	02/07/2024
09/20/2023		02/21/2024
10/04/2023		03/06/2024
10/18/2023		03/20/2024
11/01/2023		04/03/2024
11/15/2023		04/17/2024
11/29/2023		05/01/2024
12/13/2023		05/15/2024
12/27/2023		05/29/2024
01/10/2024		06/12/2024 Last Regular Pay and Balloon Pay
01/24/2024		<i>(2024 Summer Pay Dates to be determined)</i>

Please choose one of the options below:

- Regular Pay:** 21 equal pays beginning 09/06/23
- Balloon Pay:** 25 pays beginning 09/06/23 which includes 20 equal pays plus 1 balloon pay equivalent to 5 pays
- Summer Pay:** 25 equal pays beginning 09/06/23 which includes 21 equal pays during the school year plus 4 summer pays.

(If you choose this option, your summer pay direct deposit advices will be emailed to your work Gmail account in June. If you do not have direct deposit, your check will be mailed before or on the summer pay dates.)

Printed Name: _____

Signature: _____

Date: _____