



2015-2016

PAYROLL INFORMATION SHEET

PLEASE RETURN THIS FORM TO THE PAYROLL OFFICE BY 8/31/2015 ONLY IF YOU WOULD LIKE TO MAKE A CHANGE FROM YOUR

CURRENT STATUS OR ARE A NEW EMPLOYEE TO DUTCHESS BOCES

Due to current IRS guidelines, this option once made is non-revocable for the current school year. Refer to the EE Guide under IRS 409A.

Name: _____ SS #: _____ (LAST 4 DIGITS ONLY)

Plan #1 - Contract Salary ÷ 22 equal payments (Refer to the 10 month pay schedule on the payroll calendar.)

1. ____ I elect Plan #1 for the 15/16 school year.

Plan #2 – Contract Salary ÷ 26 equal payments (Referred to as the “Big Pay” the 4 “extra” checks are issued separately on the final June check. Refer to the 10 month pay schedule on the payroll calendar.)

2. ____ I elect Plan #2 for the 15/16 school year.

Salaried payments are issued either as cashable or direct deposit. Cashable paychecks will be distributed at your physical BOCES location. District employees w/ cashable checks will receive paychecks via the postal service. We encourage those with Direct Deposit to view their paystub on WincapWeb. Please take time to view your information for accuracy. Contact Mary.Grunow@dcboces.org if you currently do not have WincapWeb access or have trouble with your login.