



2021-2022 School Year
13th Payroll Check Opt IN Form

Employee Name: _____

Employee Number or Social Security Number: _____

Employee Work Site: _____

The Homewood City Board of Education offers the option for certain employees to receive their annual salary spread over 13 months instead of the standard 12 months. This option allows new employees who meet the criteria below to receive their first check on August 31, 2021. By signing below and opting **IN** to the 13th Payroll Check Option, you understand that you will receive the same annual salary divided into 13 monthly payments instead of the typical 12 payments, and you will receive your first check on August 31, 2020 and your last on August 30, 2021.

To be eligible for this option, you must meet **all** of the following criteria:

1. New employee to Homewood City Board of Education for the current scholastic year, hired into a 9, 9.5, or 10 month full-time position.
2. Was not employed at any other Alabama Public School district during the prior scholastic year.
3. Must be hired and start work no later than August 5, 2021.

Signature of Employee

Date

**This form must be received in the Payroll Department
no later than August 10, 2021.**