

Mark W. McLaughlin, Ed.D.  
Superintendent

Victor P. Hayek, Ed.D.  
Deputy Superintendent, Business Services



**TO:**                   **CLASSIFIED PAYROLL**

**NAME:** \_\_\_\_\_

**WORK LOCATION:** \_\_\_\_\_

**FOR THE \_\_\_\_\_ SCHOOL YEAR, I WISH TO HAVE MY PAY EQUALIZED AND  
PAID IN 12 PAYMENTS.**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

**Social Security Number**