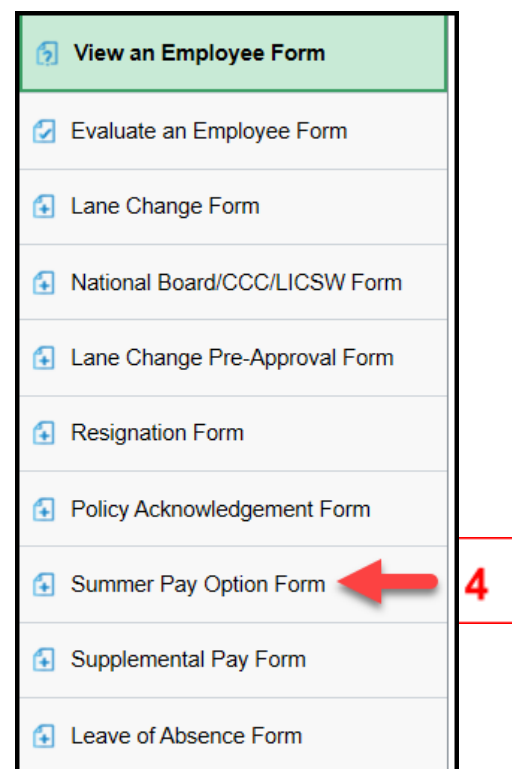
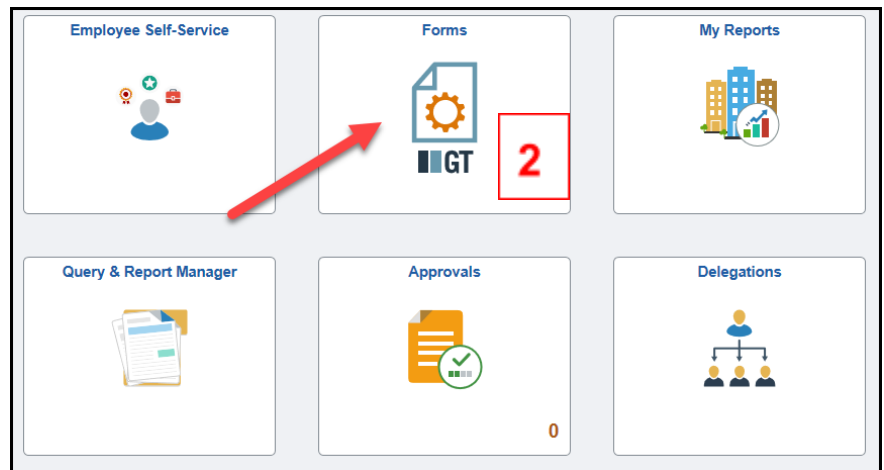


1. Login to [Self Service](#)
2. Click on the Forms tile.
3. Click on Employee Forms
4. Click on the Summer Pay Option Form

Helpful Information

- The signup deadline for new employees is Sept. 30th.
- Existing employees must sign up through Self Service before the start of the school year.
- Employees select one of several predetermined amounts as a flat deduction from net pay during the school year and have the total amount refunded in increments over the summer paychecks.
- This program is limited to \$5,000 total annual deduction, and changes are only allowed before school starts each year.



Enrolling in Summer Pay Plan:

1. Your information will automatically default on the form.
2. If you are choosing to switch from 21 paychecks to 26 paychecks, please select "Yes" to enroll in Summer Pay
3. Please review all the important information you need to know prior to signing up.
4. Select summer pay election amount. The grid will help you understand how much will be deducted each check and the amount that will be paid during the summer.
5. Acknowledge you have read and understood all important information.
6. Click "Submit"

Summer Pay : Summer Pay Option Form ID 1880

Employee Information

1 Empl ID [REDACTED] Mary Test Job Code: TA1928 Teaching Asst 1

Location Code: 010 Colborne Admin Offices Union Code: 53 Teaching Assistants

Enroll in Summer Pay ☒ Yes 2 Cancel Existing Summer Pay ☐ No

EA, TA, NS, AFSCME Summer Pay

Important information to know prior to signing up:

- Direct deposit is required to enroll in the summer pay plan program.
- Active employees cannot withdraw funds early or in a lump sum during the summer. The funds will be paid out in equal installments based on your signed election. Please refer to the payroll schedule for which paydays during the summer you will receive the installments.
- Employees who resign or move to a position that is not eligible for summer pay will receive a full refund of the deductions taken to date.
- Interest is not paid on the funds withheld for the summer pay plan.
- Instead of this summer pay deduction plan, employees do have the option to save the same amount or more with greater flexibility to make changes during the year and earn interest in their deductions with the Rapid! PayCard. Refer to the payroll website for more information. This "summer pay authorization" form is NOT used to set aside money on the Rapid! PayCard.
- Participation in the plan is automatically renewed each year unless cancelled by the employee. You may cancel participation at any time by completing a summer pay option form, however it is recommended that participation continues for a full school year.
- Set up of deductions later than the first paycheck or missed deductions (i.e. no pay) will decrease the summer pay amount.
- Enrollment forms are due by September 1st for the current school year. New employees hired after 9/1 may elect summer pay prior to 10/1. No forms will be accepted for the current school year after Oct 1.

Summer Pay Election (to be paid during summer)	Total Funds Required (Total amt collected during school year)	Payroll Deduction (amt of each deduction)
\$200	\$1,000	\$52.64
\$250	\$1,250	\$65.79
\$300	\$1,500	\$78.95
\$350	\$1,750	\$92.11
\$400	\$2,000	\$105.27
\$450	\$2,250	\$118.43
\$500	\$2,500	\$131.58
\$550	\$2,750	\$144.74
\$600	\$3,000	\$157.90
\$650	\$3,250	\$171.06
\$700	\$3,500	\$184.22
\$750	\$3,750	\$197.37
\$800	\$4,000	\$210.53
\$850	\$4,250	\$223.69
\$900	\$4,500	\$236.85
\$950	\$4,750	\$250.00
\$1,000	\$5,000	\$263.16

*Summer Pay Election 4

Action Items 1 row

Acknowledgement

1 ☐ No 5 I have read and understand the information above and agree to the requirements of the summer pay program. I authorize St Paul Public Schools to make the appropriate deductions and reimburse me over the summer per the payroll calendar.

Search Submit 6

The amount of each summer paycheck.

The amount taken from each regular paycheck during the school year.

How much you want in each summer paycheck

Summer Pay Election (Per-pay refund in summer)	Total Funds Required (Total amt collected over 19 checks)	Payroll Deduction (Per-pay deduction during school yr)
\$200	\$1,000	\$52.64
\$250	\$1,250	\$65.79
\$300	\$1,500	\$78.95
\$350	\$1,750	\$92.11
\$400	\$2,000	\$105.27
\$450	\$2,250	\$118.43
\$500	\$2,500	\$131.58
\$550	\$2,750	\$144.74
\$600	\$3,000	\$157.90
\$650	\$3,250	\$171.06
\$700	\$3,500	\$184.22
\$750	\$3,750	\$197.37
\$800	\$4,000	\$210.53
\$850	\$4,250	\$223.69
\$900	\$4,500	\$236.85
\$950	\$4,750	\$250.00
\$1,000	\$5,000	\$263.16
\$1,100	\$5,500	\$289.47
\$1,200	\$6,000	\$315.79
\$1,300	\$6,500	\$342.11
\$1,400	\$7,000	\$368.42
\$1,500	\$7,500	\$394.74
\$1,600	\$8,000	\$421.05

*Summer Pay Election

Canceling Summer Pay Plan

1. Your information will automatically default on the form.
2. If you are choosing to cancel your existing summer pay election, please select "Yes" to cancel existing Summer Pay
3. Acknowledge you wish to cancel your summer pay deductions as soon as reasonably possible.
4. Click "Submit"

Summer Pay : Summer Pay Option

Form ID 1880

Employee Information

1
Empl ID XXXXXXXXXX Mary Test

Job Code: TA1928 Teaching Asst 1

Location Code: 010 Colborne Admin Offices

Union Code: 53 Teaching Assistants

Enroll in Summer Pay
☐ No

Cancel Existing Summer Pay
☒ Yes
2

Action Items

1 row

Acknowledgement	
1	☐ No 3 I wish to cancel my summer pay deductions effective as soon as reasonably possible.

Search

Submit
4