

CORSICANA ISD



13-CHECK OPTION FOR NEW TEACHERS

**Purpose.**

Provide an option for a qualifying teacher to receive their 1<sup>st</sup> paycheck for a school year during the month of August, rather than in September to alleviate potential hardship of waiting almost a month and a half to receive their initial payroll check. This option is only available during the 1<sup>st</sup> year of employment with the district.

**Eligibility.**

This 13-Check Option is offered to teachers who meet all of the criteria below:

1. New teacher to the district,
2. 1<sup>st</sup> work day occurs on the first day of the 187-day work calendar, and
3. Was not employed by another district as of May/June of the prior school year.

**Important TRS Disclosure.**

TRS rules calculate TRS eligible compensation using a strict 12 month period that begins on September 1<sup>st</sup> and ends on August 31<sup>st</sup>. If the 13-Check Option is selected, TRS rules will not recognize the 1<sup>st</sup> check in August as TRS eligible compensation for the upcoming school year. Consequently, only the 12 checks paid between September 1<sup>st</sup> and August 31<sup>st</sup> will count towards the TRS wages for the upcoming school year.

**I acknowledge that I have reviewed the purpose, eligibility and TRS disclosure as noted above.**

I, \_\_\_\_\_, request to receive my annual salary for the \_\_\_\_\_ school year in 13 equal payments from: August \_\_\_\_ through August \_\_\_\_.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**PAYROLL DEPARTMENT USE ONLY**

13-Check Option:       Approved  
                                  Denied      Reason: \_\_\_\_\_

\_\_\_\_\_  
Payroll Manager