

**Herscher Community Unit School District #2**  
**501 N. Main St.**  
**Po Box 504**  
**Herscher, IL 60941-0504**

**409-A Payroll Schedule Election**

Employees who work fewer than 12 months per year may be paid over a 12-month period. This is called “annualized compensation.” Annualized compensation gives the employee income during the summer months.

Due to recent IRS regulation changes, each employee working fewer than 12 months per year must make a written election to receive annualized compensation. Please initial your selection, sign, and return this form by May 15<sup>th</sup> of the current school year. If you fail to return this election the district **will not** annualize your compensation.

The election is irrevocable and **cannot be changed** after a work period begins. This election will remain in effect for future years unless changes of election are received before June 1st, for the following school year.

I elect annualized compensation (payment over a 12-month period). First pay period beginning September 10<sup>th</sup>, and the last pay period ending August 25<sup>th</sup> for each school year.

I do not elect annualized compensation (payment over 10-month period). First pay period beginning September 10<sup>th</sup>, and the last pay period ending June 25<sup>th</sup> of each school year.

Employee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_