

13th Check Request Option for New 10-month Employees

Requirements for New Employees who may elect the 13th check-option:

- Must be a New Employee to the District
- Must be hired and on duty in time to be eligible to receive the first monthly check distributed in September
- Position is a 10-month work year (typically a 187-day position)
- Position is paid a yearly salary divided evenly over 12 months
- Pay cycle is monthly September through August
- Must be a teacher, RN, Librarian, Speech Language Pathologist, Therapist, Educational Aide, General Office Clerk or a position that begins in August and is on the September to August Monthly Pay Cycle

I am a new employee to Birdville ISD and I request to be paid on a **13 pay check period** for this year.
September.

at the beginning of the month and the second

th of the month or the last working day prior to the 25th if the 25th is on a weekend or a holiday.

PLEASE NOTE:

- Any additional payments for stipends will **not** be included in the 13th check.
- Only mandatory deductions will be deducted from the 13th check; i.e., TRS, taxes, etc.
- Optional deductions will not be deducted; i.e., health insurance, disability, etc.
- The deadline for submitting a 13th check request for the 2024-25 school year is Friday, August 09, 2024.**

I hereby authorize the Birdville ISD Payroll Department to distribute my salary evenly over 13 pay checks instead of 12 for my first year only.

Employee ID#

Employee's Position

Please Print Employee's Name

Employee's Signature

Date