



### Reserve Net Pay Option - Enrollment Form 2024-2025

This enrollment form is for 10-month and 11-month employees to elect to reserve net pay for summer months following the school year.

Name (Please Print): \_\_\_\_\_

Employee ID#:

Location #:

Location or Department Name: \_\_\_\_\_

Please check one of the following:

Certificated       Classified

Please check your current pay schedule:

10-Month       11-Month

**Amount to be deducted from each regular pay warrant during the 2024-2025 school year:**

(Deduction must be expressed in dollars, **not** as a percentage)      \$ \_\_\_\_\_

I hereby authorize this deduction from the salaried pay warrants issued from August to May. **I understand that this decision is irrevocable.** This money will be paid back to me in two equal payments in June and July following the school year for 10-month/12 pay or through a single payment in June following the school year for 11-month/12 pay.

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

Please return your completed Reserve Net Pay Option form electronically to [payroll@sandi.net](mailto:payroll@sandi.net).

*If you are unable to submit your form electronically, you may mail it to:*  
San Diego Unified School District Payroll Department  
4100 Normal Street, Room 1150  
San Diego, CA 92103

**In order to ensure that deductions begin with your August 31, 2024 paycheck, enabling all ten checks for the 2024/25 school year to have deductions, this form must be received by the Payroll Department no later than July 31, 2024.**