



Parsippany-Troy Hills Township Schools

Claire DiGiacomo
Payroll Manager

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As per the collective bargaining agreement, teachers have the option to be paid over 12 months versus the current 10 month pay schedule.

The 12 month pay will be handled in the following manner:

- Each pay 10% of your gross pay will be withheld as a deduction. For example, if you made \$50,000 annually, \$5,000 per month or \$2,500 per pay period we would deduct \$250.00 each pay, September to June, as "summer pay." This would net \$5,000 over the 20 pay periods during the school year.
- You will pay all taxes, pension, etc. on the \$250.00 per pay period so that, for this example, in July and August you would receive a paycheck of \$2,500.00 each.
- **The summer pay dates for 12 month employees are July 1st and August 1st.**

In order to maintain correct records, we do have to have the restriction that once an employee has elected to have 12 month pay that cannot be changed within that school year. There will be an opportunity to change from 10 months to 12 month pay and vice versa each June for the next school year.

The "summer pay" will only be paid in July and August unless the employee retires, resigns or is terminated. In such cases, the money will be paid with the employee's final paycheck.

Verification of your current status can be found by reviewing your pay stubs in the Doculivity Employee Portal on the district website under the Staff Resources Tab. On your paystub look for the deduction definition 7-800 which indicates whether you currently have summer pay deducted. This portal will only display paystubs prior to June 30, 2022.

Any payroll information starting July 1, 2022 can be found in the Genesis SchoolFi Employee Portal which is located under the Staff Resources Tab on the district website.

If you have any questions, please feel free to contact the Payroll Department directly.

Sincerely,

Claire S. DiGiacomo
Payroll Manager



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12 Month Pay Selection

I hereby request that my salary be paid to me on a 12-month basis. I understand the Board will withhold 10% of my gross pay as a "summer pay" deduction. All taxes, pension and other deductions will be calculated on the 10-month gross pay and withheld monthly from September to June. My "summer pay" will be paid to me in July and August as a net paycheck equal to $\frac{1}{2}$ of the amount withheld throughout the 10-month school year.

I understand that once I elect this payment it cannot be changed until the start of the new school year. The "summer pay" withholding will only be paid to me in July and August unless I retire, resign, or am terminated, in which case, any withholding will be paid to me with my last paycheck.

I understand that the Board will not pay any interest on the monies withheld from my payroll.

Employee Name (Print)

Date

Employee Signature