



Pro-rated Salary

This form will serve as a notice to Payroll regarding your desired salary breakdown. Please complete the form and be sure to check “Yes” or “No” on whether you would like to receive payments throughout the summer.

A separate form will be emailed to eligible 10-month employees at the end of the school year in the event they wish to change their salary breakdown.

If you have any questions, please feel free to contact the Payroll office: Payroll@naschools.net

Thank you!

1. Email

2. Your Name

3. Building (Martin, Amvet, Roosevelt, Community, Falls, Middle School, High School, ELC)

4. Please provide your position (Building Based Instructional Assistant, SPED Instructional Assistant, Instructional Assistant, LPN, Helper Cashier, etc.)

5. Are you requesting to have your salary extended throughout the summer?

- Yes
- No

Signature: _____ **Date:** _____