



Elmira City School District
"Preparing Students for the Future"

May 10, 2018

REQUEST FOR CHANGE IN 20/24 PAY PLAN

10-month Employees represented by ETA, ISEA, CWA, and CMCW

20/24 PAY PLAN AUTHORIZATION

Any change in the method of payment of your salary for the 2018-2019 school year must be made on this form and returned to the Payroll Department by **Friday, May 25, 2018**.

If you wish to make a change, please indicate your new method of payment, sign the form, indicate the building in which you will receive your check, and **return the form to the Payroll Department at the CBO, 2475 Corning Road, Bush Building 11 Elmira, NY 14903**.

Only return this form **if** you wish to change your current pay plan.

_____ 20 PAY PLAN

_____ 24 PAY PLAN

Print Name	
Signature	
Date	
School	