



PAYROLL
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Election of Lump Sum Payment for Coaching Stipend

Employee Name: _____ Work Location: _____

Name of Sport: _____

I wish to have my coaching stipend paid in one (1) lump sum at the completion of the season.

Employee Signature

Date

6.2.1 Method of Payment - Extracurricular salaries shall be paid in ten (10) equal installments except that seasonal activities shall be paid evenly over the number of paydays within the season, or the coach/advisor of a seasonal activity may submit a request to payroll within one (1) month of the beginning of the season to receive payment in one (1) payment at the conclusion of the activity.