
A-24. Salary Payment Option – X-BIA-62125

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
OFFICE OF INDIAN EDUCATION PROGRAMS

FEDERAL PERSONNEL PAYROLL SYSTEM (FPPS)

To Be Completed in Quadruplicate:

ORIGINAL & COPY 1 – OIEP PERSONNEL

COPY 2 – SCHOOL

COPY 3 – EMPLOYEE

Employee Name: _____

Employee SSN: XXX – XX - _____ Personnel Office ID: 1801 ED EN

Location Code: IN 06 Sub-Bureau: _____ Organization Code: _____ Timekeeper #: _____

SALARY PAYMENT OPTION

OIEP employees may elect to receive their pay either over the school year or over a 12-month period. This election must be made within 30 days prior to the beginning of the school term. In either case, pay is issued biweekly.

CHECK HERE FOR **NO** PRORATION ☐

OTHERWISE, CHOOSE FROM THE FOLLOWING:

- ☐ 1. PRORATED WITH LUMP SUM (Lump sum paid at end of contract)
- ☐ 2. PRORATED (Equal pay during summer [nonpay] months)
- ☐ 3. CANCEL IMMEDIATELY

SELECT ONE (may be changed once per school year):

- ☐ Change of election (due first pay period in January)
- ☐ Change to lump sum at end of school term (due four weeks prior to end of school term)

Employee Signature

Date

Principal

OIEP Personnel Rep

Effective August 2019

Controlled Unclassified Information

Privacy Act Statement: This information is requested under the authority of 5 U.S.C. 5101; 31, U.S.C. 3512, et seq., 31 U.S.C. 1101, et seq, and Executive Order 9397 for the purpose of processing employee entitlements and voluntary or involuntary pay deductions. Information will be used to determine present and future entitlements, corrections for employee wages, tips, and other compensation, and report taxable fringe benefits. Information may be disclosed to authorized agency officials to facilitate processing of pay and entitlements, to the Internal Revenue Service for tax reporting, and other agencies and organizations as required to comply with Federal law and agency requirements as outlined in the routine uses in DOI-85, Payroll, Attendance, Retirement, and Leave Records, 83 FR 34156 (July 19, 2018), which may be viewed at <https://www.doi.gov/privacy/sorn>. Providing information is voluntary, however, failure to provide the requested information may delay processing for entitlements or payroll deductions.