

## Salary Payment Option for School Year Employees Summer Pro-Ration Election



<b>Section 1: Employee General Information</b>					*required fields
First Name: *	Middle Name:	Last Name: *		Suffix:	
SSN (last 4 digits only): *	Department: * IN	Bureau: * 28	Sub bureau: *	Organization Code:	
<b>Complete ONLY ONE Section (Section 2 thru 5)</b> <b>Please select the most appropriate and submit by deadline</b>					
<b>Section 2: Salary Payment Option (INITIAL ELECTION)</b>					
<p>Bureau of Indian Education (BIE) 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 or within 30 days of your new appointment.</p> <p>This impacts biweekly salary payments – it is listed as SUMMER PAYMENT under deductions on your Leave &amp; Earnings Statement.</p> <p>A. Check ONE box for your initial election.</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Prorated with lump sum paid at the end of the contract.         </div> <div style="margin-left: 40px;"> <input type="checkbox"/> Prorated with equal pay during summer (nonpaid) months.         </div> <div style="margin-left: 40px;"> <input type="checkbox"/> No Proration.         </div>					
<b>Section 3: Salary Payment Option (CHANGE OF ELECTION – DEADLINE JANUARY 1ST)</b>					
<p>Per 25 CFR § 38.6(f)(3) Employee may change election ONCE during academic school term, provided notice is given two (2) weeks prior to end of fifth month after beginning of academic school term (DEADLINE is January 1<sup>st</sup>).</p> <p>A. Check ONE box for you change election</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Prorated with lump sum paid at the end of the contract.         </div> <div style="margin-left: 40px;"> <input type="checkbox"/> Prorated with equal pay during summer (nonpaid) months.         </div> <div style="margin-left: 40px;"> <input type="checkbox"/> No Proration, cancel for immediate refund.         </div>					
<b>Section 4: Salary Payment Option (CHANGE OF ELECTION – DEADLINE 4 WEEKS BEFORE CONTRACT ENDS)</b>					
<p>Per 25 CFR § 38.6(f)(3) Changes after January 1<sup>st</sup>, employee can only be to elect lump sum at end of school term and MUST be submitted four (4) weeks BEFORE end of academic term.</p> <p>A. Check box for you change election</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Prorated with lump sum paid at the end of the contract.         </div>					



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### Section 5: Salary Payment Option (FINANCIAL HARDSHIP – MID CONTRACT CANCELLATION)

Per BIE HR Memo Issued 04/29/21, Refunds Based on Financial Hardship, employees may cancel their summer pro-ration election based on financial hardship. It requires employee to acknowledge the impact of such decision.

Election must be submitted no later than April 15<sup>th</sup>.

A. Check box for you cancellation election

Cancel for immediate refund due to financial hardship.

B. My signature signifies that I understand the following:

- I am requesting based on Financial Hardship.
- I will not receive any additional monies after school term ends.
- I cannot change the request to restart summer proration deductions during current school year.
- The refund may take up to 3 weeks from date of submission due to processing timelines.

### Section 6: Signature

**Employees are responsible for monitoring deductions on Leave & Earnings Statement and notifying this HR Office for any discrepancy. Deductions are listed as Summer Payment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BIE Human Resources Representative Signature

\_\_\_\_\_  
Date

**PRIVACY ACT STATEMENT:** Pursuant to 5 U.S.C. § 552a, 31 U.S.C. § 3512, 5 C.F.R. § 293, 5 C.F.R. § 297, and Executive Order 9397, as amended by Executive Order 13478, the collection of the information solicited on this form is for the purpose of processing employee entitlements and voluntary or involuntary pay deductions. Information will be used to report taxable fringe benefits, determine present and future entitlements, or correct employee wages, tips, and other compensation. Information may be disclosed to authorized agency officials to facilitate processing of pay and entitlements to the Internal Revenue Service (IRS) for tax reporting, or other agencies/organizations required to comply with Federal law and agency requirements, as outlined in the routine uses in the system of records notice DOI-85, Payroll, Attendance, Retirement, and Leave Records (83 FR 34156 (July 19, 2018)), Modified (86 FR 50156 (September 7, 2021)). Providing information on this form is voluntary; however, failure to provide the requested information may delay processing for entitlements or payroll deductions.

**RECORDS RETENTION:** DAA-0048-2013-0001-0004 – Short-term Human Resources Records. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.