

## TUTORIAL – PAY SCHEDULE OPTION FORM

**This electronic form must be received in Human Resources by May 15, 2020. The option chosen becomes effective the first day of the following contract year.**

If you are currently assigned to a YRE school and have not yet requested to change to a traditional pay frequency, you have the option of remaining on a YRE pay frequency or transitioning to a traditional pay frequency for the 2020-2021 school year. If you would like to change to a traditional pay frequency for the 2020-2021 school year, please follow the steps below.

### The following options are available:

- **12 Payment Option:** (September through August) – Total contract divided by 12 equal payments. Employees who choose this option will not receive any pay in August. A double insurance premium will be taken in July for the August premium unless other arrangements are made with the Insurance Department at 801-567-8146.
- **13 Payment Option:** (August through August) – Total contract divided by 13 equal payments (monthly pay will be reduced).

Please note: If your YRE school transitions to a traditional schedule for the 2021-2022 year or after, you must make a selection for the following school year. If you do not select an option prior to the applicable due date, the 12 payment option will be automatically selected.

**Paper forms are no longer accepted.  
Please submit through Skyward Employee Access. Thank you!**

1. Sign in to Skyward Employee Access. (Call the IT Helpdesk at 801-567-8737 for log in help)
2. Click on your Task Manager Dashboard
  - a. Under Task Processes, scroll down to the Pay Option Form (*choose New Employee*)
3. **Read** and **follow** step-by-step instructions on the top right of the screen.
4. Click **Open** on the Custom Forms.
5. Choose your payment option from the drop-down menu.
6. Complete fields at the bottom of the form including:
  - a. Date
  - b. Accept Agreement
  - c. Current Location
  - d. Click Save. This screen will close and bring you back to the Step 1 screen
7. Step 1: General is complete. Click the Next button on the bottom right.
8. Step 2: Notes. (notes are optional.) To complete this step, Click the Next button on the bottom right.
9. Step 3: Attachments. Attachments do not apply to this form. Click the Next button on the bottom right.
10. Step 4: Choose Next Task: Click **Submit Pay Option Form** button on the upper left of the page. This will notify HR and the Insurance Department of your request.

**You will receive a District email confirming your submission.  
If you do not receive a confirmation email, HR has not received your form.  
Please contact us at 801-567-8150 if you have any questions or concerns.**