

HUTCHINSON PUBLIC SCHOOLS  
Hutchinson, Kansas

**LUMP SUM PAYMENT REQUEST**

Public Employees Retirement System Regulation 74-4940. Compensation of persons subject to continuing contract law; installment payments, exceptions, when; procedure. (a) Subject to the provisions of subsection (b), all persons to whom the continuing contract law applies, K.S.A. 72-5410 to 72-5412, and amendments thereto, shall be paid their contractual compensation in not less than 12 substantially equal installments, paid once, or more often, each month commencing in September of each school year.

(b) Upon written authorization from any person to whom the continuing contract law applies, an employer shall pay the balance of such person's contractual compensation for the school year in one payment upon completion of all contractual obligations of the person. The authorization shall be filed with the employer not later than April 1 of the school year in and for which the balance payment is first authorized. A written authorization under this subsection shall remain in effect until revoked in writing by the person filing the authorization. So long as the authorization of such person remains in effect, the balance of the person's contractual compensation shall be paid each school year in accordance with the provisions of this subsection. Such payment shall be made no later than June 30 of the school year. For the purposes of the Kansas public employees retirement system, the employer shall make the appropriate employee contribution deduction from the payment and shall report and remit the amount so deducted to the executive secretary at the time monthly deductions and quarterly reports would normally be made under K.S.A. 74-4919 and amendments thereto if the authorization for one payment was not in effect.

(c) Notwithstanding the provisions of subsections (a) and (b), each person, to whom the continuing contract law applies, who has completed the balance of the person's contractual obligations and retires prior to the end of a school year under K.S.A. 74-4937, and amendments thereto, shall be paid the balance of the person's contractual compensation in one payment during the calendar month immediately preceding the date of retirement. For the purposes of the Kansas public employees retirement system, the employer shall make the appropriate employee contribution deduction from the payment and shall report and remit the amount so deducted to the executive secretary at the time monthly deductions and reports are made under K.S.A. 74-4919 for the period in which the payment is made except that such report and remittance shall not include any amount which would have been reported normally in the next ensuing period under subsection (b). No employee contribution deduction shall be made from such amount and such amount shall not be included as compensation in determining the member's final average salary.

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**INSTRUCTIONS**

Complete this form and submit to the Payroll Office prior to **April 1**.

\_\_\_\_\_ I wish to receive my summer checks in a lump sum amount in accordance with K.S.A. 74-4940.

\_\_\_\_\_ I have previously received my summer checks in a lump sum amount but now wish to revoke that option and receive checks throughout the summer.

Employee Name (please print)	Employee Signature	Building	Date
<b>PAYROLL OFFICE USE ONLY</b>			
Months that Apply			
_____ Fiscal Year Effective	_____ June		
_____ Date Received in Payroll Office	_____ July	_____	
	_____ August	Payroll Office Personnel Signature	