

26 PAY STAFF AND LAST (LUMP) PAY INFORMATION Teachers and Teaching Assistants

An employee who elects 26 pays will have a last paycheck that is equivalent to 6 pays. Here is some helpful information for those employees.

Federal Tax - Additional Withholding:

Starting in the 25/26 fiscal year, it will be standard for the additional withholding to be taken as a quantity of 6 pays.

Box 4c of the w4 states: Enter any additional tax you want withheld each pay period. The lump pay is the equivalent of 6 pays and therefore the additional withholding will be taken 6 times.

If you **DO NOT want to have your additional withholdings multiplied by 6 in your lump pay, please follow the steps below:**

- Navigate to the staff resources section on the school website
- Click Business Office Forms and Information on the right side
- Scroll to the Payroll section and select: 26 PAY ADDITIONAL WITHHOLDING DECLINATION FORM 2026
- This form **must be completed annually**
- The form must be submitted by the **deadline of June 1st** to be in effect for the current school year last pay.
- Submit completed form to Kenna Collins kcollins@sgcsd.net, business office

403b:

The 403b contribution will be the same as any other pay period.

If an employee would like to **increase** their 403b contribution for the last pay, they will need to visit the OMNI website and submit an electronic change for that pay period.

The website is: <https://www.omni403b.com/plandetail/2021>

- Select start/change contribution on the right hand side of the screen
- Select !!New!! 403(b) SRA Express Shortened Online Form
- Follow the prompts to make changes.
- Please note that the change should be initiated at least 10 days prior to the preferred pay period.
- After the last pay, it is suggested that you repeat this process to change the election amount back or the increased amount will continue in the new year.

Any additional questions about the last lump pay may be addressed to Kenna Collins in payroll (kcollins@sgcsd.net or extension 1637302).