

Dear TUSD Employee:

The Alternate Pay Form is now available on the iVisions Employee Access Portal. You can access the portal from a link on the TUSD Employee Network on Sharepoint by going to [Employee Network > Employee Access Portal \(iVisions\)](#).

If you are already on the Alternate Pay Plan and have elected the “Lump Sum” or “Summer Pay” options, and do not want to make any changes, you are not required to submit a new form. However, employees who have elected the “Fall/Spring” option must renew their selection **every** fiscal year.

Employees in bargaining unit positions who elect the Alternate Pay Plan will have a percentage of their gross base pay withheld throughout the school year. This plan allows the employee to elect to have the funds distributed as either a lump sum payment at the end of the school year or over multiple payments during the summer. Additional information on the pay deductions can be found on the [Payroll SharePoint](#) site under “Payroll Information.”

In accordance with Internal Revenue Code and the Arizona Auditor General’s Uniform System of Financial Records for Arizona School Districts (USFR), an employee must elect or cancel the Alternate Pay Plan **before** any work is performed. The election **cannot** be changed once you have started working, even if there is a financial hardship. The District strictly adheres to these federal and state regulations.

As an alternative to the Alternate Pay Plan, employees always have the option to set-aside a portion of their paycheck, on their own, by creating an *additional* direct deposit account. This way, you can designate a portion of your paycheck to be deposited in a separate, personal bank account. This allows you to access your funds in case of an emergency or hardship during the school year. You can find instructions on setting up Direct Deposit on the Payroll SharePoint site under [Payroll Information](#).

If you have any questions regarding the Alternate Pay Plan, need help setting up an additional direct deposit or for any other payroll-related questions, please contact the Payroll Office at [payroll@tusd1.org](mailto:payroll@tusd1.org).

