



La Joya
Independent School District
Office of Human Resources

200 W. Expressway 83
La Joya, Texas 78560
Tel. (956) 323-2600

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La Joya ISD
Office of Human Resources
2020-2021 School Year

Deadline: June 10, 2020

La Joya ISD provides payment options (monthly/bi-weekly) for our professional and para-professional staff. ***If you wish to make a change*** to your payment options for the 2020-2021 school year, please fill out this document and submit to Angel Canales, HR Accountant, at a.canales8@lajoyaisd.net. If you have difficulty filling in the document, please send an email with your Name, ID and the method of payment that you have chosen. If you have any questions, please call the Office of Human Resources at 323-2600.

Please select only one of the options below. ***Once a selection is made, this will remain in effect for the 2020-2021 school year.*** Please keep this in mind since you will not be able to change within the school year until the end of your contractual year.

Bi-weekly (26 equal pays)

Monthly (12 equal pays)

If your selection is bi-weekly, keep the following in mind:

- Insurance premiums----- Premiums will be deducted over 26 pays
- Credit Union Deduction----- Contact La Joya Area Federal Credit Union and inform them of your change; make necessary changes to your deductions (loans, savings, etc.)
- 403b Deduction----- Submit a new Salary Reduction Agreement (SRA) to OMNI if you have a 403b contribution
- Direct Deposit----- No Action Required

Name: _____ ID: _____ Campus: _____

Signature: _____ Date: _____

Office of Human Resources

Received by: _____ Change Entered by: _____

Date Received: _____ Date Changed: _____

Martin Muñoz, Assistant Superintendent for Human Resources
Educational Excellence-The Right of Every Student