Montgomery County Public Schools
UNLEASHING POTENTIAL

MCPS Form 430-26
August 2026

Extended Pay Enrollment for 10-month Employees

Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

INSTRUCTIONS

To enroll in Extended Pay as a new 10-month employee, complete this form, and sign and return it to the Employee and Retiree Service Center (ERSC). This form must be signed at the bottom. You may fax enrollment forms to 301-279-3642/ 301-279-3651 or email an electronically signed PDF to *ersc@mcpsmd.org*. Please do not mail copies to ERSC once you have faxed or emailed the form. ERSC will send you confirmation of your enrollment in Extended Pay. Unsigned forms will be returned to you to sign and resubmit to ERSC.

SECTION I: EMPLOYEE INFORMATION

Name _____

Employee ID#_____ Telephone _____/_____/_____

SECTION II: EXTENDED PAY ELECTION

Montgomery County Public Schools (MCPS) offers an Extended Pay option for employees whose primary assignment is for 20 pay periods. Extended pay allows these employees to receive pay during the summer—on six specific pay dates—by determining a flat amount to have MCPS deduct from their 20 paychecks that include other 10-month deductions. After enrolling, new employees will be able to view their Extended Pay balance in Hub+ by selecting the **Extended Pay** tile under the **Me** tab. Employees can enroll in or waive their Extended Pay at any time, but cannot make multiple changes on the same day. If a 10-month employee transfers to a 12-month, non-higher-level assignment, any Extended Pay balance in their account will be paid to the employee automatically.

❑ I understand and accept the above statement.

❑ I elect to enroll in Montgomery County Public Schools Extended Pay program to receive a portion of my pay during the summer.

Amount I wish to be deducted from my paycheck each pay period $_____

Annual amount $_____

To make any changes to your Extended Pay enrollment in the future, log in to MCPS Hub+, select the **Me** tab, the blue **Extended Pay** tile, and the **Edit** button. Make your changes and click **Submit**.

SECTION III: SIGNATURE

Print Name _____ Date _____/_____/_____

Signature _____