

**QUEEN CITY INDEPENDENT SCHOOL DISTRICT
SCHEDULE OF PAY**

<u>BEGINNING</u>	<u>ENDING</u> (TIME SHEETS DUE)	<u>PAYDATE</u>
8/1/2017	8/31/2017	9/22/2017
9/1/2017	9/30/2017	10/25/2017
10/1/2017	10/31/2017	11/17/2017
11/1/2017	11/30/2017	12/22/2017
12/1/2017	12/31/2017	1/25/2018
1/1/2018	1/31/2018	2/23/2018
2/1/2018	2/28/2018	3/23/2018
3/1/2018	3/31/2018	4/25/2018
4/1/2018	4/30/2018	5/25/2018
5/1/2018	5/31/2018	6/22/2018
6/1/2018	6/30/2018	7/25/2018
7/1/2018	7/31/2018	8/24/2018

**CHECKS WILL BE DISTRIBUTED AT 9:00 A.M. ON PAY DATE
EFT PAYMENTS WILL OCCUR THE DAY BEFORE THE PAYDATE
CHECKS NOT PICKED UP BY 3:00 P.M. ON PAYDATE WILL BE MAILED**

Any supplemental or extra duty pay will be included in the payroll check.
The additional duty must be submitted the date time sheets are due on schedule above.
Any supplemental or extra duty pay not submitted on the date time sheets are due will be included with the following month's check.

I WILL ACCEPT DEDUCTION CHANGES FOR EACH PAYROLL PERIOD BY THE 10TH OF EACH MONTH PRIOR TO THE PAYDATE