

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

<u>BEGINNING</u>	<u>ENDING</u> (TIME SHEETS DUE)	<u>PAYDATE</u>
8/1/2016	8/31/2016	9/23/2016
9/1/2016	9/30/2016	10/25/2016
10/1/2016	10/31/2016	11/18/2016
11/1/2016	11/30/2016	12/16/2016
12/1/2016	12/31/2016	1/25/2017
1/1/2017	1/31/2017	2/24/2017
2/1/2017	2/28/2017	3/24/2017
3/1/2017	3/31/2017	4/25/2017
4/1/2017	4/30/2017	5/25/2017
5/1/2017	5/31/2017	6/22/2017
6/1/2017	6/30/2017	7/25/2017
7/1/2017	7/31/2017	8/25/2017
8/1/2017	8/30/2017	9/22/2017

**CHECKS WILL BE DISTRIBUTED AT 9:00 A.M. ON PAY DATE
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