

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

<u>BEGINNING</u>	<u>ENDING</u> (TIME SHEETS DUE)	<u>PAYDATE</u>
8/1/2011	8/31/2011	9/23/2011
9/1/2011	9/30/2011	10/25/2011
10/1/2011	10/31/2011	11/18/2011
11/1/2011	11/30/2011	12/16/2011
12/1/2011	12/31/2011	1/25/2012
1/1/2012	1/31/2012	2/24/2012
2/1/2012	2/29/2012	3/23/2012
3/1/2012	3/31/2012	4/25/2012
4/1/2012	4/30/2012	5/25/2012
5/1/2012	5/31/2012	6/21/2012
6/1/2012	6/30/2012	7/25/2012
7/1/2012	7/31/2012	8/24/2012
8/1/2012	8/30/2012	9/25/2012

**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