



CAPE GIRARDEAU  
PUBLIC SCHOOLS

Human  
Resources

**PAYROLL OPTIONS**

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All certificated employees shall be paid once a month unless a request is made to be paid semi-monthly. All classified employees will be paid semi-monthly unless a request is made to be paid once a month.

Employee Name: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

I would like to receive my paychecks:

- Monthly (15<sup>th</sup> of each month)
- Semi-Monthly (15<sup>th</sup> and 30<sup>th</sup> of each month)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date