



**CAPE GIRARDEAU**  
PUBLIC SCHOOLS

## Payroll Options

Complete form and submit to Human Resources.

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

**Please read this information carefully.**

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. Completing this form will fulfil how you will be paid for the academic school year. **If you are a current employee, changes must be submitted by July 1st for the upcoming academic school year.**

**Primary workdays: 200 or less (i.e.: Teachers, Nurses, Social Workers, Building Secretaries, Teacher Assistants, Library Media Assistant, Nutrition Services staff)**

- Monthly (15<sup>th</sup> of each month): 12 checks – Paid August thru June (1<sup>st</sup> – 11<sup>th</sup> check)
  - Paid twice in June; **No check paid in July**
- Semi-Monthly (15<sup>th</sup> and 30<sup>th</sup> of each month): 22 checks – August thru June
  - **No check paid in July**

**Primary workdays: 220 (i.e.: Principals, Assistant Principals, Directors and Building Secretaries)**

- Monthly (15<sup>th</sup> of each month): 12 checks – Paid July thru June
- Semi-Monthly (15<sup>th</sup> and 30<sup>th</sup> of each month): 24 checks – Paid July thru June

**Primary workdays: 240 and 260 (i.e.: Administrators, Information Technology staff, Custodians and Maintenance crew)**

- Monthly (15<sup>th</sup> of each month): 12 checks – Paid July thru June
- Semi-Monthly (15<sup>th</sup> and 30<sup>th</sup> of each month): 24 checks – Paid July thru June

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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