



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

PAYROLL OPTIONS

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 (15th of each month)
- Semi-Monthly (15th and 30th of each month)

Signature

Date