



Season	Roster/Forms Due in Payroll	4 Payment Option	Check Date	2 Payment Option	Check Date
Fall Sports	9/19/2011	1st	09/30/11		
		2nd	10/14/11		
		3rd	10/31/11	1st	10/31/11
		4th	11/15/11	2nd	11/15/11
Winter Sports	2/1/2012	1st	02/15/12		
		2nd	02/29/12		
		3rd	03/15/12	1st	03/15/12
		4th	03/30/12	2nd	03/30/12
Spring Sports	3/26/2012	1st	04/16/12		
		2nd	04/30/12		
		3rd	05/15/12	1st	05/15/12
		4th	05/31/12	2nd	05/31/12

Please submit the **properly approved District Coaching Supplements Roster and Coaching Agreement Forms** by the appropriate due date indicated above.

The payment schedule will be set up prior to the payment date using the District Approved Coaching Supplements Roster and Coaching Agreement forms. Employees that have not completed the Coaching Agreement forms will receive the supplement in 2 payments.

Overpayments of supplements will be deducted from the next payroll check.

**LATE ROSTERS:**

Rosters received after the due date may not be processed according to this schedule. As a result, payments may not be generated until the next regular payroll cycle. If the roster is late, it is the responsibility of the school Athletic Director to inform coaches that their supplement payments may not be paid on the check dates indicated above.