



Horry County Schools
 Payroll Department
 843-488-6727

2008-09 Coaching Supplement Pay Schedule

Season	Roster/Forms Due in Payroll	4 Payment Option	Check Date	2 Payment Option	Check Date
Fall Sports	9/24/2008	1st	9/30/2008		
		2nd	10/15/2008		
		3rd	10/31/2008	1st	10/31/2008
		4th	11/14/2008	2nd	11/14/2008
Winter Sports	1/21/2009	1st	2/16/2009		
		2nd	2/27/2009		
		3rd	3/16/2009	1st	3/16/2009
		4th	3/31/2009	2nd	3/31/2009
Spring Sports	3/23/2009	1st	4/15/2009		
		2nd	4/30/2009		
		3rd	5/15/2009	1st	5/15/2009
		4th	5/29/2009	2nd	5/29/2009

Please submit the District Approved Coaching Supplements Roster and the Coaching Supplement Payment Request Form by the appropriate due date.

Athletic Director's will receive an e-mail reminder of coaches and their payment selection option. Confirmation by e-mail from the Athletic Director is required for payment.

Please contact your Payroll Account Manager in writing of personnel/amount changes. Overpayments of supplements will be deducted from the next payroll check.

The payment schedule will be set up prior to payment date using the District Approved Coaching Supplements Roster and the Coaching Supplement Payment Request Forms. Employees that have not completed the Coaching Supplement Payment Forms will receive 2 payments. The roster and attachments are final. No changes in the number of payments for any reason will be accepted.