



# Gonzales Independent School District

## 2024-2025 Pay Period Schedule

<u>Substitutes and extra duty are paid according to the following schedule:</u>		<b>Due to Payroll</b> <u>(including True Time time sheets)</u>	<b>PAYDAY</b> <u>(Employees enrolled in direct deposit should have funds available on this date)</u>
<b>Pay Period Begins</b>	<b>Pay Period Ends</b>		
June 23, 2024	July 20, 2024	July 22, 2024	<b>August 26, 2024</b>
July 21, 2024	August 24, 2024	August 26, 2024	<b>September 26, 2024</b>
August 25, 2024	September 28, 2024	September 30, 2024	<b>October 28, 2024</b>
September 29, 2024	October 26, 2024	October 28, 2024	<b>November 22, 2024</b>
October 27, 2024	November 23, 2024	December 2, 2024	<b>December 19, 2024</b>
November 24, 2024	December 28, 2024	January 6, 2025	<b>January 27, 2025</b>
December 29, 2024	January 25, 2025	January 27, 2025	<b>February 26, 2025</b>
January 26, 2025	February 22, 2025	February 24, 2025	<b>March 26, 2025</b>
February 23, 2025	March 29, 2025	March 31, 2025	<b>April 28, 2025</b>
March 30, 2025	April 26, 2025	April 28, 2025	<b>May 23, 2025</b>
April 27, 2025	May 24, 2025	May 27, 2025	<b>June 26, 2025</b>
May 25, 2025	June 21, 2025	June 23, 2025	<b>July 28, 2025</b>
June 22, 2025	July 26, 2025	July 28, 2025	<b>August 26, 2025</b>

Payroll pay periods may change due to unforeseen circumstances. In this event, campuses will be notified.

All information must be turned into the payroll department, complete with all information & approved signatures, on or before the due to payroll date.  
Otherwise, payment will be made in the following month.

**IMPORTANT INFO:** If there are ANY changes to your personal direct deposit information (closed or changed accounts), the payroll department should be notified immediately. To allow adequate processing time, notification should be made no later than the monthly due to payroll date. The first pay check after a direct deposit change may be paid with a live check and not direct deposit. This is sometimes necessary for the banks to make the correct connections to properly deposit the funds.

Gonzales ISD has one payday each month. This is the first district business day after the 25th of the month unless early payment is authorized  
(ex. November and December when the 25th is during a holiday).