



Gonzales Independent School District

2023-2024 Pay Period Schedule

<u>Substitutes and extra duty are paid according to the following schedule:</u>		Due to Payroll <u>(including True Time time sheets)</u>	PAYDAY <u>(Employees enrolled in direct deposit should have funds available on this date)</u>
Pay Period Begins	Pay Period Ends		
June 25, 2023	July 22, 2023	July 24, 2023	August 28, 2023
July 23, 2023	August 26, 2023	August 28, 2023	September 26, 2023
August 27, 2023	September 30, 2023	October 2, 2023	October 26, 2023
October 1, 2023	October 28, 2023	October 30, 2023	November 17, 2023
October 29, 2023	November 25, 2023	November 27, 2023	December 22, 2023
November 26, 2023	December 30, 2023	January 1, 2024	January 26, 2024
December 31, 2023	January 27, 2024	January 29, 2024	February 26, 2024
January 28, 2024	February 24, 2024	February 26, 2024	March 26, 2024
February 25, 2024	March 30, 2024	April 1, 2024	April 26, 2024
March 31, 2024	April 27, 2024	April 29, 2024	May 28, 2024
April 28, 2024	May 25, 2024	May 27, 2024	June 26, 2024
May 26, 2024	June 22, 2024	June 24, 2024	July 26, 2024
June 23, 2024	July 20, 2023	July 22, 2024	August 26, 2024

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).