



Gonzales Independent School District 2022-2023 Pay Period Schedule

<u>Substitutes and extra duty are paid according to the following schedule:</u>		Due to Payroll <small>(including True Time time sheets)</small>	PAYDAY <small>(Employees enrolled in direct deposit should have funds available on this date)</small>
Pay Period Begins	Pay Period Ends		
June 26, 2022	July 23, 2022	July 25, 2022	August 26, 2022
July 24, 2022	August 27, 2022	August 29, 2022	September 26, 2022
August 28, 2022	October 1, 2022	October 4, 2022	October 26, 2022
October 2, 2022	October 29, 2022	October 31, 2022	November 18, 2022
October 30, 2022	November 26, 2022	November 28, 2022	December 20, 2022
November 27, 2022	December 31, 2022	January 9, 2023	January 26, 2023
January 1, 2023	January 28, 2023	January 30, 2023	February 27, 2023
January 29, 2023	February 25, 2023	February 27, 2023	March 27, 2023
February 26, 2023	April 1, 2023	April 3, 2023	April 26, 2023
April 2, 2023	April 29, 2023	May 1, 2023	May 26, 2023
April 30, 2023	May 27, 2023	May 30, 2023	June 26, 2023
May 28, 2023	June 24, 2023	June 26, 2023	July 26, 2023
June 25, 2023	July 22, 2023	July 24, 2023	August 28, 2023

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).