

# GLADSTONE SCHOOL DISTRICT PAYROLL CUT OFF CALENDAR 2016-2017

JULY					AUGUST					SEPTEMBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1					1	2	3	4	5	6
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	30
P										P				

  

OCTOBER					NOVEMBER					DECEMBER								
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F				
3	4	5	6	7					1	2	3	4					1	2
				C	7	8	9	10	11					5	6	7	8	9
10	11	12	13	14	14	15	16	17	18	12	13	14	15	16				
17	18	19	20	21	21	22	23	24	25	19	20	21	22	23				
24	25	26	27	28					P					26	27	28	29	30
31					28	29	30											

  

JANUARY					FEBRUARY					MARCH								
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F				
2	3	4	5	6					1	2	3					1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10				
16	17	18	19	20	13	14	15	16	17	13	14	15	16	17				
23	24	25	26	27	20	21	22	23	24	20	21	22	23	24				
30	31								P					27	28	29	30	31

  

APRIL					MAY					JUNE									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F					
3	4	5	6	7	1	2	3	4	5					1	2				
				C	8	9	10	11	12	5	6	7	8	9					
10	11	12	13	14	15	16	17	18	19	12	13	14	15	16					
17	18	19	20	21	22	23	24	25	26	19	20	21	22	23					
24	25	26	27	28					P					P					
					29	30	31						26	27	28	29	30		
															P				

P = Pay Day  
C = Payroll Cut Off

All time cards and leave forms must be received in the payroll office before 4:00 PM on payroll cut off date to be paid on the corresponding pay date. Time cards and changes received after that time will not be paid until the next scheduled pay date.