

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	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	19	20	21	22	23
17	18	19	20	21	21	22	23	24	25	19	20	21	22	23	26	27	28	29	30
24	25	26	27	28	28	29	30			26	27	28	29	30					
31										P									

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	13	14	15	16	17
16	17	18	19	20	13	14	15	16	17	20	21	22	23	24	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24	20	21	22	23	24	27	28	29	30	31
30	31				27	28				27	28	29	30	31					
										P									

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	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	19	20	21	22	23	
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	26	27	28	29	30	
				P					P		P				C	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.