

GLADSTONE SCHOOL DISTRICT PAYROLL CUT OFF CALENDAR 2018-2019

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

OCTOBER					NOVEMBER					DECEMBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7
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
29	30	31			26	27	28	29	30	31				
			P				P							P
				C					C					C

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

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

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.