

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2023-2024 SCHOOL YEAR**

Payroll Dates		Date Paid
Beginning	Ending	
July 1	July 31	August 31
August 1	August 31	September 29
September 1	September 30	October 31
October 1	October 31	November 30
November 1	November 30	*December 15
December 1	December 31	January 31
January 1	January 31	February 29
February 1	February 29	* March 22
March 1	March 31	April 30
April 1	April 30	May 31
May 1	May 31	June 28
June 1	June 30	July 31

* Special payroll date

(Dates paid are always the last working day of the month unless otherwise noted.)

	<u>Beginning Contract Date</u>	<u>Ending Contract Date</u>
9 Month Contract - 187 days 9 Month Employees Middle School Receptionist/Clerical Elementary Receptionist/Clerical Nurses	8/2/2023	5/24/2024
9 1/2 Month Contract - 197 days Full-Time Custodians	7/26/2023	6/4/2024
10 Month Contract - 202 days *10 Month Employees Middle School Secretary/Bookkeeper Elementary Secretary/Bookkeeper Full-Time Custodians	7/24/2022	6/7/2024
10 1/2 Month Contract - 212 days Assistant Principals	7/17/2023	6/14/2024
12 Month Contract - 240 days 12 Month Employees	7/3/2023	6/28/2024

* Career Tech contracts vary due to summer conference.
Contact Dr. Asbury's Office for dates.

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2023-2024
SCHOOL YEAR**

It is IMPORTANT that payroll reaches the Payroll Office NO LATER than 11:00 a.m. on the applicable due date as indicated below.

Payroll Dates		# of Days in Pay Period	Due Date	Date Paid	Run ID
Beginning	Ending				
July 1	July 31	20	August 11	August 31	Jul23
August 1	August 31	23	September 15	September 29	Aug23
September 1	September 30	20	October 13	October 31	Sep23
October 1	October 31	20	November 9	November 30	Oct23
November 1	November 30	18	December 8	*December 15	Nov23
December 1	December 31	19	January 12	January 31	Dec23
January 1	January 31	20	February 9	February 29	Jan24
February 1	February 29	21	March 8	* March 22	Feb24
March 1	March 31	16	April 12	April 30	Mar24
April 1	April 30	22	May 10	May 31	Apr24
May 1	May 31	22	June 12	June 28	May24
June 1	June 30	19	July 12	July 31	Jun24

* Special payroll date
(Dates paid are always the last day of the month unless otherwise noted.)

**GADSDEN CITY BOARD OF EDUCATION
WORK SCHEDULE FOR THE 2023-2024 SCHOOL YEAR
(By Number of Actual Working Days by Month)**

Contract Days by Month

	9 Month Employees	9 1/2 Month Employees	10 Month Employees	10 1/2 Month Employees	12 Month Employees
July	0	4	6	11	20
August	22	23	23	23	23
September	20	20	20	20	20
October	20	20	20	20	20
November	16	16	16	16	18
December	11	11	11	11	19
January	20	20	20	20	20
February	21	21	21	21	21
March	16	16	16	16	16
April	22	22	22	22	22
May	18	22	22	22	22
June	0	2	5	10	19
	186	197	202	212	240

	Beginning Contract Date	Ending Contract Date
--	------------------------------------	---------------------------------

9 Month Contract - 187 days

9 Month Employees

Middle School Receptionist/Clerical

Elementary Receptionist/Clerical

Nurses

8/2/2023

5/24/2024

9 1/2 Month Contract - 197 days

Full-Time Custodians

7/26/2023

6/4/2024

10 Month Contract - 202 days

* 10 Month Employees

Middle School Secretary/Bookkeeper

Elementary Secretary/Bookkeeper

Full-Time Custodians

7/24/2022

6/7/2024

10 1/2 Month Contract - 212 days

Assistant Principals

7/17/2023

6/14/2024

12 Month Contract - 240 days

12 Month Employees

7/3/2023

6/28/2024

* Career Tech contracts vary due to summer conference.

Contact Dr. Asbury's Office for dates.

**GADSDEN CITY BOARD OF EDUCATION
MIDMONTH**

**PAYROLL SCHEDULE
2023-2024 SCHOOL YEAR**

*For the payment of workshops, stipends and supplements.
Work is to be performed in one month, totaled and submitted for payment
the following month.*

It is IMPORTANT that payroll reaches the Accounting Department NO LATER than **11:00 a.m.** on the applicable due date as indicated below. If not received by the due date, then payment will be HELD UNTIL THE FOLLOWING MIDMONTH PAYROLL.

REMEMBER: ALL MIDMONTH PAYROLL MUST BE SIGNED AS " APPROVED" BY CENTRAL OFFICE ADMINISTRATORS.
PLEASE ALLOW AT LEAST 2 DAYS FOR ADMINISTRATIVE APPROVAL.

Payroll Dates		# of Days in Pay Period	Due Date	ACH Transmittal Date *	Date Paid
Beginning	Ending				
July 1	July 29	20	August 7	August 11	August 15
August 1	August 31	23	September 7	September 13	September 15
September 1	September 30	20	October 10	October 12	October 16
October 1	October 31	20	November 7	November 13	November 15
November 1	November 30	18	December 7	December 13	December 15
December 1	December 31	19	January 8	January 11	January 16
January 1	January 31	20	February 7	February 13	February 15
February 1	February 29	21	March 7	March 13	March 15
March 1	March 31	16	April 5	April 11	April 15
April 1	April 30	22	May 7	May 13	May 15
May 1	May 31	22	June 7	June 13	June 17
June 1	June 30	19	July 5	July 11	July 15

* The ACH transmittal date is the date that payroll is electronically submitted for payment. We are required by our bank to transmit an electronic file two days before funds are paid directly to an employees' checking/savings account.