

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2016-2017 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 19	August 31	Jul16
August 1	August 31	23	September 20	September 30	Aug16
September 1	September 30	21	October 19	October 31	Sep16
October 3	October 31	19	November 10	November 30	Oct16
November 1	November 30	16	December 7	December 30	Nov16
December 1	December 16	12	January 19	January 31	Dec16
January 1	January 31	2	February 16	February 28	Jan17
February 1	February 28	20	March 15	* March 24	Feb17
March 1	March 24	18	April 18	April 28	Mar17
April 3	April 28	19	May 18	May 31	Apr17
May 1	May 31	22	June 20	June 30	May17
June 1	June 30	22	July 19	July 31	Jun17

* 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 2016-2017 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
July	0	6	6	11
August	22	22	22	22
September	21	21	21	21
October	19	19	19	19
November	16	16	16	16
December	12	12	12	12
January	20	20	20	20
February	20	20	20	20
March	18	18	18	18
April	19	19	19	19
May	20	20	20	20
June	0	4	9	14
	187	197	202	212

	Beginning Contract Date	Ending Contract Date
9 Month Contract - 187 days 9 Month Employees Middle School Receptionist/Clerical Elementary Receptionist/Clerical Part-Time Custodians	8/2/2016	5/26/2017
9 1/2 Month Contract - 197 days Full-Time Custodians	7/25/2016	6/2/2017
10 Month Contract - 202 days * 10 Month Employees Middle School Secretary/Bookkeeper Elementary Secretary/Bookkeeper	7/25/2016	6/9/2017
10 1/2 Month Contract - 212 days Assistant Principals	7/18/2016	6/16/2017
12 Month Contract - 240 days 12 Month Employees	7/1/2016	6/30/2017

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

Additional days during designated holidays are TBD for 12 month employees.