

**GADSDEN CITY BOARD OF EDUCATION
MIDMONTH**

**PAYROLL SCHEDULE
2022-2023 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				
August 1	August 31	20	September 7	September 13	September 15
September 1	September 30	23	October 11	October 13	October 17
October 1	October 31	21	November 7	November 10	November 15
November 1	November 30	21	December 7	December 13	December 15
December 1	December 31	18	January 9	January 13	January 17
January 1	January 31	15	February 7	February 13	February 15
February 1	February 28	20	March 7	March 13	March 15
March 1	March 31	20	April 6	April 13	April 17
April 1	April 30	18	May 8	May 11	May 15
May 1	May 31	19	June 6	June 13	June 15
June 1	June 30	23	July 7	July 13	July 17
July 1	July 29	22	August 8	August 11	August 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.