

**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.