

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2024-2025 SCHOOL YEAR**

Payroll Dates		Date Paid
Beginning	Ending	
July 1	July 31	August 30
August 1	August 31	September 30
September 1	September 30	October 31
October 1	October 31	*November 22
November 1	November 30	*December 20
December 1	December 31	January 31
January 1	January 31	February 28
February 1	February 28	* March 21
March 1	March 31	April 30
April 1	April 30	May 30
May 1	May 31	June 30
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	8/1/2024	5/23/2025
9 1/2 Month Contract - 197 days Full-Time Custodians	7/25/2024	5/30/2025
10 Month Contract - 202 days *10 Month Employees Middle School Secretary/Bookkeeper Elementary Secretary/Bookkeeper Full-Time Custodians	7/22/2024	6/3/2025
10 1/2 Month Contract - 212 days Assistant Principals	7/15/2024	6/10/2025
12 Month Contract - 240 days 12 Month Employees	7/1/2024	6/30/2025

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

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2024-2025
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	22	August 9	August 30	Jul24
August 1	August 31	22	September 13	September 30	Aug24
September 1	September 30	20	October 10	October 31	Sep24
October 1	October 31	22	November 8	*November 22	Oct24
November 1	November 30	17	December 6	*December 20	Nov24
December 1	December 31	17	January 15	January 31	Dec24
January 1	January 31	19	February 14	February 28	Jan25
February 1	February 29	20	March 7	* March 21	Feb25
March 1	March 31	18	April 11	April 30	Mar25
April 1	April 30	21	May 9	May 30	Apr25
May 1	May 31	22	June 13	June 30	May25
June 1	June 30	20	July 11	July 31	Jun25

* 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 2024-2025 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	5	8	13	22
August	22	22	22	22	22
September	20	20	20	20	20
October	22	22	22	22	22
November	15	15	15	15	17
December	15	15	15	15	17
January	19	19	19	19	19
February	20	20	20	20	20
March	16	16	16	16	18
April	21	21	21	21	21
May	17	22	22	22	22
June	0	0	2	7	20
	187	197	202	212	240

	Beginning Contract Date	Ending Contract Date
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9 Month Contract - 187 days

9 Month Employees

Middle School Receptionist/Clerical

Elementary Receptionist/Clerical

Nurses

8/1/2024

5/23/2025

9 1/2 Month Contract - 197 days

Full-Time Custodians

7/25/2024

5/30/2025

10 Month Contract - 202 days

* 10 Month Employees

Middle School Secretary/Bookkeeper

Elementary Secretary/Bookkeeper

Full-Time Custodians

7/22/2024

6/3/2025

10 1/2 Month Contract - 212 days

Assistant Principals

7/15/2024

6/10/2025

12 Month Contract - 240 days

12 Month Employees

7/1/2024

6/30/2025

* Career Tech contracts vary due to summer conference.

Contact Dr. Asbury's Office for dates.

**GADSDEN CITY BOARD OF EDUCATION
MIDMONTH**

**PAYROLL SCHEDULE
2024-2025 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 31	22	August 7	August 13	August 15
August 1	August 31	22	September 6	September 12	September 16
September 1	September 30	20	October 7	October 10	October 15
October 1	October 31	22	November 7	November 13	November 15
November 1	November 30	17	December 6	December 12	December 16
December 1	December 31	17	January 7	January 13	January 15
January 1	January 31	19	February 7	February 13	February 17
February 1	February 28	20	March 7	March 13	March 17
March 1	March 31	18	April 7	April 11	April 15
April 1	April 30	21	May 6	May 13	May 15
May 1	May 31	22	June 6	June 12	June 16
June 1	June 30	20	July 7	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.