

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2025-2026 SCHOOL YEAR**

Payroll Dates		Date Paid
Beginning	Ending	
July 1	July 31	August 29
August 1	August 31	September 30
September 1	September 30	October 31
October 1	October 31	*November 21
November 1	November 30	*December 19
December 1	December 31	January 30
January 1	January 31	February 27
February 1	February 28	* March 27
March 1	March 31	April 30
April 1	April 30	May 29
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.)

12 month employees get paid in the month they work

	<u>Beginning Contract Date</u>	<u>Ending Contract Date</u>
9 Month Contract - 185 days	8/4/2025	5/26/2026
9 Month Employees CNP Workers		
9 Month Contract - 187 days	8/4/2025	5/26/2026
9 Month Employees Middle School Receptionist/Clerical Elementary Receptionist/Clerical Nurses		
9 Month Contract - 190 days	8/4/2025	5/26/2026
9 Month Employees CNP Managers		
9 1/2 Month Contract - 197 days	7/28/2025	5/28/2026
Full-Time Custodians		
10 Month Contract - 202 days	7/23/2025	6/1/2026
* 10 Month Employees Middle School Secretary/Bookkeeper Elementary Secretary/Bookkeeper Full-Time Custodians		
10 Month Contract - 207 days	7/21/2025	6/9/2026
Educational Coaches		
10 1/2 Month Contract - 212 days	7/17/2025	6/11/2026
Assistant Principals		
12 Month Contract - 240 days	7/1/2025	6/30/2026
12 Month Employees - paid in the month they work		

**GADSDEN CITY BOARD OF EDUCATION
PAYROLL SCHEDULE
2025-2026
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 13	August 29		Jul25
August 1	August 31	21	September 12	September 30		Aug25
September 1	September 30	21	October 15	October 31		Sep25
October 1	October 31	22	November 10	*November 21		Oct25
November 1	November 30	16	December 9	*December 19		Nov25
December 1	December 31	18	January 16	January 30		Dec25
January 1	January 31	19	February 13	February 27		Jan26
February 1	February 29	20	March 13	* March 27		Feb26
March 1	March 31	20	April 14	April 30		Mar26
April 1	April 30	20	May 12	May 29		Apr26
May 1	May 31	20	June 12	June 30		May26
June 1	June 30	21	July 10	July 31		Jun26

12 month employees get paid in the month they work

* 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 2025-2026 SCHOOL YEAR
 (By Number of Actual Working Days by Month)

Contract Days by Month								
	9 Month Employees	9 Month Employees	9 Month Employees	9 1/2 Month Employees	10 Month Employees	10 Month Employees	10 1/2 Month Employees	12 Month Employees
July	0	0	2	4	7	9	12	22
August	20	20	20	21	21	21	21	21
September	21	21	21	21	21	21	21	21
October	21	22	21	22	22	22	22	22
November	14	14	14	14	14	14	14	16
December	15	15	15	15	15	15	15	18
January	19	19	19	19	19	19	19	19
February	20	20	20	20	20	20	20	20
March	20	20	20	20	20	20	20	20
April	19	19	19	19	19	19	19	20
May	16	17	17	20	20	20	20	20
June	0	0	2	2	4	7	9	21
	185	187	190	197	202	207	212	240

	Beginning Contract Date	Ending Contract Date
9 Month Contract - 185 days 9 Month Employees CNP Workers	8/4/2025	5/26/2026
9 Month Contract - 187 days 9 Month Employees Middle School Receptionist/Clerical Elementary Receptionist/Clerical Nurses	8/4/2025	5/26/2026
9 Month Contract - 190 days 9 Month Employees CNP Managers	8/4/2025	5/26/2026
9 1/2 Month Contract - 197 days Full-Time Custodians	7/28/2025	5/28/2026
10 Month Contract - 202 days * 10 Month Employees Middle School Secretary/Bookkeeper Elementary Secretary/Bookkeeper Full-Time Custodians	7/23/2025	6/1/2026
10 Month Contract - 207 days Educational Coaches	7/21/2025	6/9/2026
10 1/2 Month Contract - 212 days Assistant Principals	7/17/2025	6/11/2026
12 Month Contract - 240 days 12 Month Employees - paid in the month they work	7/1/2025	6/30/2026

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

GADSDEN CITY BOARD OF EDUCATION
MIDMONTH

PAYROLL SCHEDULE
2025-2026 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 8	August 13	August 15
August 1	August 31	21	September 5	September 11	September 15
September 1	September 30	21	October 8	October 13	October 15
October 1	October 31	22	November 7	November 13	November 17
November 1	November 30	16	December 5	December 11	December 15
December 1	December 31	18	January 7	January 13	January 15
January 1	January 31	19	February 6	February 12	February 16
February 1	February 28	20	March 6	March 12	March 16
March 1	March 31	20	April 8	April 13	April 15
April 1	April 30	20	May 8	May 13	May 15
May 1	May 31	20	June 8	June 11	June 15
June 1	June 30	21	July 8	July 13	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.