

GILMER ISD 2018-19 PAYROLL SCHEDULE

Pay Period	*Weeks in Pay Period	Cutoff Date	Payroll Date
June 23 – Jul 20	4	Jul 20	August 24, 2018
Jul 21- Aug 24	5	Aug 24	September 25, 2018
Aug 25 - Sept 21	4	Sept 21	October 25, 2018
Sept 22 – Oct 19	4	Oct 19	November 16, 2018
Oct 20 – Nov 16	4	Nov 16	December 20, 2018
Nov 17 – Dec 21	5	Dec 21	January 25, 2019
Dec 22 – Jan 18	4	Jan 18	February 25, 2019
Jan 19 – Feb 15	4	Feb 15	March 25, 2019
Feb 16 – Mar 22	5	Mar 22	April 25, 2019
Mar 23 – Apr 19	4	Apr 19	May 24, 2019
Apr 20 – May 24	5	May 24	June 25 2019
May 25– June 21	4	June 21	July 25, 2019
June 22– Jul 19	4	Jul 19	August 23, 2019

*Cutoff dates have been scheduled in 4 or 5 week intervals in an effort to equalize payrolls for hourly employees.

Timesheets, absent from duty forms, changes (deductions, address, phone#, etc), extra duty info. (special event workers, extra trips, UIL, Summer School, etc.) must be in the payroll office Tuesday morning following the Friday cutoff date for payment on the next scheduled payroll date.

Payroll checks will not be mailed. Payroll checks will be available for pickup at the Payroll office in the Administration Building located at 500 S. Trinity St. between the hours of 8:00 and 4:00 on payday. You may be required to provide picture identification (such as a driver's license) to receive your payroll check. Your payroll check may not be released to anyone (including spouse, child, or parent) without your prior written permission and proper identification.