

Gonzales Independent School District

2014 - 2015 Pay Period Schedule

Substitutes and extra duty are paid according to the following schedule:		Due to Payroll (including True Time time sheets)	PAYDAY (Employees enrolled in direct deposit should have funds available on this date)
Pay Period Begins	Pay Period Ends		
June 29, 2014	August 2, 2014	August 4, 2014	August 26, 2014
August 3, 2014	August 30, 2014	September 2, 2014	September 26, 2014
August 31, 2014	October 4, 2014	October 6, 2014	October 27, 2014
October 5, 2014	November 1, 2014	November 3, 2014	November 25, 2014
November 2, 2014	November 29, 2014	December 1, 2014	December 19, 2014
November 30, 2014	January 3, 2015	January 5, 2015	January 26, 2015
January 4, 2015	January 31, 2015	February 2, 2015	February 26, 2015
February 1, 2015	February 28, 2015	March 2, 2015	March 26, 2015
March 1, 2015	April 4, 2015	April 6, 2015	April 27, 2015
April 5, 2015	May 2, 2015	May 4, 2015	May 26, 2015
May 3, 2015	May 30, 2015	June 1, 2015	June 25, 2015
May 31, 2015	July 4, 2015	July 6, 2015	July 27, 2015
July 5, 2015	August 1, 2015	August 3, 2015	August 26, 2015

Payroll pay periods may change due to unforeseen circumstances. In this event, campuses will be notified. All info must be turned into the payroll department, complete with all information & approved signatures, on or before the due to payroll date. Otherwise, payment will be made in the following month.

IMPORTANT INFO: If there are ANY changes to your personal direct deposit information (closed or changed accounts), the payroll department should be notified immediately. To allow adequate processing time, notification should be made no later than the monthly due to payroll date. The first pay check after a direct deposit change will be paid with a live check and not direct deposit. This is necessary for the banks to make the correct connections to properly deposit the funds.

Gonzales ISD has one payday each month. This is the first district business day after the 25th of the month unless early payment is authorized (ex. November and December when the 25th is during a holiday).