

Gainesville City Schools FY24 Payroll/HR Calendar

**For Employees Leave and Substitutes Pay
Salary and Deduction Changes and Other Pays**

Month	Cut-off Date	Pay Period Dates	Timesheets/Leave Reports Due to Payroll	Pay Day Dates
July	1	7/1/2023	7/3/2023	7/31/2023
August	5	Jul 2 - Aug 5	8/7/2023	8/31/2023
September	2	Aug 6 - Sept 2	9/5/2023	9/29/2023
October	30	Sept 3 - Sept 30	10/2/2023	10/31/2023
November	28	Oct 1 - Oct 28	10/30/2023	11/17/2023
December	25	Oct 29 - Nov 25	11/27/2023	12/15/2023
January	30	Nov 26 - Dec 30	1/2/2024	1/24/2024
February	27	Dec 31 - Jan 27	1/29/2024	2/29/2024
March	24	Jan 28 - Feb 24	2/26/2024	3/29/2024
April	30	Feb 25 - Mar 30	4/8/2024	4/30/2024
May	4	Mar 31 - May 4	5/6/2024	5/31/2024
June	1	May 5 - Jun 1	6/3/2024	6/28/2024
<i>June*</i>	<i>30</i>	<i>June 2 - June 30</i>	<i>TBD</i>	<i>Absences Monthly Report/Individual Employee Timesheets</i>

****11/12 Month Employees Only***

ALL DATES ARE SUBJECT TO CHANGE