



# Gainesville City Schools FY23 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	Payroll Payment Date
July	2	Jul 1-2	07/05/22	07/29/22
August	6	Jul 3 - Aug 6	08/08/22	08/31/22
September	3	Aug 7 - Sept 3	09/06/22	09/30/22
October	1	Sept 4 - Oct 1	10/03/22	10/31/22
November	29	Oct 2 - Oct 29	10/31/22	11/18/22
December	26	Oct 30 - Nov 26	11/28/22	12/16/22
January	31	Nov 27 - Dec 31	01/03/23	01/24/23
February	4	Jan 1 - Feb 4	02/06/23	02/28/23
March	4	Feb 5 - Mar 4	03/06/23	03/31/23
April	1	Mar 5 - Apr 1	04/10/23	04/28/23
May	6	Apr 2 - May 6	05/08/23	05/31/23
June	3	May 7 - Jun 3	06/05/23	06/30/23
June*	30	June 4 - June 30	TBD	Absences Monthly Report/Individual Employee Timesheets Due

*\*11/12 Month Employees Only*

**ALL DATES ARE SUBJECT TO CHANGE**