



Goodrich Independent School District

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Business Office

Date: June 15, 2021

To: All Employees

Subject: **Payroll and Finance Check Cut-off Schedule for 2021-2022**

The following schedule covers due dates for ***Employee Leave Forms, Monthly Timesheets, Substitute Timesheets, Supplemental Timesheets, Invoices, Dues, Contract Fees, and Reimbursements.*** **All paperwork should be approved and in the Business Office by 3:00 p.m. of the Payroll/Finance Cut-off Date.** Anything turned in after that date will be paid in the next processing period.

Month	Finance Cut-off Date	Payroll Cut-off Date	Payroll Pay Date
August	8/19/2021	8/31/21	9/15/21
September	9/23/2021	9/30/21	10/15/21
October	10/21/21	10/29/21	11/15/21
November	11/18/21	11/30/21	12/15/21
December	12/10/21	12/17/21	1/14/22
January	1/20/22	1/31/22	2/15/22
February	2/17/22	2/28/22	3/11/22
March	3/24/22	3/31/22	4/15/22
April	4/21/22	4/29/22	5/13/22
May	5/19/22	5/31/22	6/15/22
June	6/23/22	6/30/22	7/15/22
July	7/21/22	7/29/22	8/15/22