



Goodrich Independent School District

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Business Office

Date: May 11, 2022

To: All Employees

Subject: **Payroll and Finance Check Cut-off Schedule for 2022-2023**

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 Finance or Payroll 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	8/18/2022	8/31/22	9/15/22
September	9/22/2022	9/30/22	10/14/22
October	10/20/22	10/31/22	11/15/22
November	11/17/22	11/30/22	12/15/22
December	12/9/22	12/16/22	1/13/23
January	1/19/23	1/31/23	2/15/23
February	2/16/23	2/28/23	3/10/23
March	3/23/23	3/31/23	4/14/23
April	4/20/23	4/28/23	5/15/23
May	5/18/23	5/31/23	6/15/23
June	6/22/23	6/30/23	7/14/23
July	7/20/23	7/31/23	8/15/23