

GLEN ROSE INDEPENDENT SCHOOL DISTRICT

P.O. BOX 2129

GLEN ROSE, TX 76043-2129

PHONE (254) 898-3900 FAX (254) 898-3851

BUSINESS OFFICE FAX (254) 898-3751

2021-2022 SCHOOL YEAR

<u>CUT OFF DATE</u>	<u>COVERS DATES</u>	<u>PAY DATES</u>	<u>DUE DATE</u> <u>TO PAYROLL</u>	<u># of</u> <u>Weeks</u>
July 03, 2021	June 06 - July 03, 2021	July 23, 2021	July 06, 2021	4
Aug. 07, 2021	July 04 - Aug. 07, 2021	Aug. 25, 2021	Aug. 10, 2021	5
Sept. 04, 2021	Aug. 08 - Sept. 04, 2021	Sept. 24, 2021	Sept. 07, 2021	4
Oct. 02, 2021	Sept. 05 - Oct. 02, 2021	Oct. 25, 2021	Oct. 05, 2021	4
Nov. 06, 2021	Oct. 03 - Nov. 06, 2021	Nov. 19, 2021	Nov. 09, 2021	5
Dec. 04, 2021	Nov. 07 - Dec. 04, 2021	Dec. 17, 2021	Dec. 07, 2021	4
Jan. 01, 2022	Dec. 05, 21 - Jan. 01, 22	Jan. 25, 2022	Jan. 04, 2022	4
Feb. 05, 2022	Jan. 02 - Feb. 05, 2022	Feb. 25, 2022	Feb. 08, 2022	5
Mar. 05, 2022	Feb. 06 - Mar. 05, 2022	Mar. 25, 2022	Mar. 08, 2022	4
Apr. 02, 2022	Mar. 06 - Apr. 02, 2022	Apr. 25, 2022	Apr. 05, 2022	4
May 07, 2022	Apr. 03 - May 07, 2022	May 25, 2022	May 10, 2022	5
June 04, 2022	May 08 - June 04, 2022	June 24, 2022	June 07, 2022	4
July 02, 2022	June 05 - July 02, 2022	July 25, 2022	July 05, 2022	4

NINE PAID HOLIDAYS

(261 Day Employees Only)

1. Fourth of July - July 5, 2021
2. Labor Day - September 6, 2021
3. Thanksgiving - November 25 & 26, 2021
4. Christmas - December 23, 24, & 27, 2021
5. New Years Day - December 31, 2021
6. Memorial Day - May 30, 2022

ALL PAPER WORK WILL BE DUE TO THE PAYROLL OFFICE BY THE DATE INDICATED ABOVE. THIS INCLUDES TIME SHEETS, OR ANY CHANGES TO BE MADE TO PAYROLL.

PLEASE MAKE SURE THAT ABSENCES ARE TAKEN THRU THE APPROPRIATE PROGRAM AND TIME SHEETS ARE CORRECT BEFORE SUBMITTING EACH WEEK.