

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

2022-2023 SCHOOL YEAR

<u>CUT OFF DATE</u>	<u>COVERS DATES</u>	<u>PAY DATES</u>	<u>DUE DATE TO PAYROLL</u>	<u># of Weeks</u>
July 02, 2022	June 05 - July 02, 2022	July 25, 2022	July 06, 2022	4
Aug. 06, 2022	July 03 - Aug. 06, 2022	Aug. 25, 2022	Aug. 10, 2022	5
Sept. 03, 2022	Aug. 07 - Sept. 03, 2022	Sept. 23, 2022	Sept. 07, 2022	4
Oct. 01, 2022	Sept. 04 - Oct. 01, 2022	Oct. 25, 2022	Oct. 05, 2022	4
Nov. 05, 2022	Oct. 02 - Nov. 05, 2022	Nov. 18, 2022	Nov. 09, 2022	5
Dec. 03, 2022	Nov. 06 - Dec. 03, 2022	Dec. 16, 2022	Dec. 07, 2021	4
Jan. 01, 2023	Dec. 04 - Dec. 31, 2022	Jan. 25, 2023	Jan. 04, 2023	4
Feb. 04, 2023	Jan. 01 - Feb. 04, 2023	Feb. 24, 2023	Feb. 08, 2023	5
Mar. 04, 2023	Feb. 05 - Mar. 04, 2023	Mar. 24, 2023	Mar. 08, 2023	4
Apr. 02, 2023	Mar. 05 - Apr. 01, 2023	Apr. 25, 2023	Apr. 05, 2023	4
May 07, 2023	Apr. 02 - May 06, 2023	May 25, 2023	May 10, 2023	5
June 04, 2023	May 07 - June 03, 2023	June 23, 2023	June 07, 2023	4
July 02, 2023	June 04 - July 01, 2023	July 25, 2023	July 05, 2023	4

NINE PAID HOLIDAYS

(261 Day Employees Only)

1. Fourth of July - July 4, 2022
2. Labor Day - September 5, 2022
3. Thanksgiving - November 24 & 25, 2022
4. Christmas - December 22, 23, & 26, 2022
5. New Year's Day - January 2, 2023
6. Memorial Day - May 29, 2023

ALL PAPERWORK 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. NO TIME SHEET SHOULD HAVE LESS THAN 40 HOURS WHEN SUBMITTING, IF A TIMESHEET HAS LESS THAN 40 HOURS YOU WILL BE DOCKED.