

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

2023-2024 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, 2023	June 04 - July 01, 2023	July 25, 2023	July 05, 2023	4
Aug. 05, 2023	July 02 - Aug. 05, 2023	Aug. 25, 2023	Aug. 10, 2023	5
Sept. 02, 2023	Aug. 06 - Sept. 02, 2023	Sept. 25, 2023	Sept. 07, 2023	4
Sept. 30, 2023	Sept. 03 - Sept.30, 2023	Oct. 25, 2023	Oct. 05, 2023	4
Nov. 04, 2023	Oct. 01 - Nov. 04, 2023	Nov. 17, 2023	Nov. 08, 2023	5
Dec. 02, 2023	Nov. 05 - Dec. 02, 2023	Dec. 20, 2023	Dec. 05, 2023	4
Jan 06, 2024	Dec. 03 - Jan 06, 2024	Jan. 25, 2024	Jan. 10, 2024	5
Feb. 03, 2024	Jan 07 - Feb. 03, 2024	Feb. 23, 2024	Feb. 07, 2024	4
Mar. 02, 2024	Feb. 04 - Mar. 02, 2024	Mar. 25, 2024	Mar. 06, 2024	4
April 06, 2024	Mar. 03 - April 6, 2024	Apr. 25, 2024	Apr. 09, 2024	5
May 04, 2024	April 7 - May 04, 2024	May 24, 2024	May 08, 2024	4
June 01, 2024	May 05 - June 01, 2024	June 25, 2024	June 05, 2024	4
July 06, 2024	June 02 - July 06, 2024	July 25, 2024	July 10, 2024	5

NINE PAID HOLIDAYS

(261 Day Employees Only)

1. Fourth of July - July 4, 2023
2. Labor Day - September 4, 2023
3. Thanksgiving - November 23 & 24, 2023
4. Christmas - December 22, 25, & 26, 2023
5. New Year's Day - January 1, 2024
6. Memorial Day - May 27, 2024

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.