

# Georgetown ISD Monthly Pay Schedule 2018-2019

**\*includes Extra Duty, Temp Employees, and Contracted Services**

Pay Date	Work dates included in the pay period	*Due date for all documentation required to receive a check for the pay period.
September 25, 2018	Aug 1 - Aug 31	September 12, 2018
October 25, 2018	Sept 1 - Sept 30	October 12, 2018
November 15, 2018	Oct 1 - Oct 31	November 6, 2018
December 19, 2018	Nov 1 - Nov 30	December 10, 2018
January 25, 2019	Dec 1 - Dec 31	January 11, 2019
February 25, 2019	Jan 1 - Jan 31	February 8, 2019
March 25, 2019	Feb 1 - Feb 28	March 7, 2019
April 25, 2019	Mar 1 - Mar 31	April 12, 2019
May 24, 2019	Apr 1 - Apr 30	May 10, 2019
June 25, 2019	May 1 - May 31	June 11, 2019
July 25, 2019	June 1 - June 30	July 11, 2019
August 23, 2019	July 1 - July 31	August 9, 2019

\*The following will be included in the Monthly Payroll:

\*Payroll Authorizations (PA's) for all Contracted Service Employees

\*Temp Employees

\*Extra Duty Pay for GISD Employees that are on a 12 month pay schedule.

\*Employees that are paid Semi-Monthly will receive any extra duty pay earned on their regular check and should use the due date on the Semi-Monthly Pay Schedule.

Your payroll documentation should be given to your GISD representative on the first of the month. This will provide time to allow for approval signatures, budget codes, etc. The completed documentation must be delivered to the Payroll Department by close of business on the due date listed above.

**Any questions concerning your check should be addressed with your district contact person.**