

GALLUP MCKINLEY COUNTY SCHOOLS  
2023/2024 PAYROLL DEADLINE DATES

**TIMESHEETS ARE DUE TO PROGRAMS & JUMP DRIVES ARE DUE TO PERSONNEL BY 3:00 P.M. ON THE DATE LISTED UNLESS OTHERWISE STATED**

\*\*Non-Contract/OT Sheets must be submitted no later than 16 days after the date the time is worked\*\*

\*Classified Employees must submit Time & Attendance Time Sheet along with Non-Contract/OT Sheets\*

\*Certified Employees Attach Supporting Documents along with Non-Contract/OT Sheets\*

PAY CYCLE	PAY PERIOD FOR NON-CONTRACT PAY AND OVERTIME PAY	SCHOOL SITE TIMESHEETS DUE TO PROGRAMS	PROGRAMS TEAMS upload DUE	JUMP DRIVE DUE TO PAYROLL	Dock Report Due to Personnel	Dock Report Due to Payroll	PAY DATE
26.1	SUMMER SCHOOL 6/12 – 6/29	June 22	June 27	June 28			June 30
1	June 10 – June 23	June 27	June 28	June 29	June 29	June 30	July 7
2	June 24 – July 7	July 10	July 12	July 14	July 14	July 18	July 21
3	July 8 – July 21	July 24	July 26	July 28	July 28	August 1	August 4
4	July 22 – August 4	August 7	August 9	August 11	August 11	August 15	August 18
5	August 5 - August 18	August 21	August 23	August 25	August 25	August 29	September 1
6	August 19 - September 1	September 1	September 6	September 8	September 8	September 12	September 15
7	September 2 - September 15	September 18	September 20	September 22	September 22	September 26	September 29
8	September 16 - September 29	October 2	October 4	October 6	October 6	October 10	October 13
9	September 30 - October 13	October 16	October 18	October 20	October 20	October 24	October 27
10	October 14 - October 27	October 30	November 1	November 3	November 3	November 6	November 9
11	October 28 - November 10	November 9	November 13	November 15	November 15	November 17	November 24
12	November 11 - November 24	November 27	November 29	December 1	December 1	December 5	December 8
13	November 25 - December 8	December 11	December 13	December 15	December 15	December 19	December 22
14	December 9 - December 22	December 22	December 27	December 28	December 28	January 2	January 5
15	December 23 - January 5	January 8	January 10	January 12	January 12	January 16	January 19
16	January 6 - January 19	January 22	January 24	January 26	January 26	January 30	February 2
17	January 20 - February 2	February 5	February 7	February 9	February 9	February 13	February 16
18	February 3 - February 16	February 16	February 21	February 23	February 23	February 27	March 1
19	February 17 - March 1	March 1	March 4	March 6	March 6	March 8	March 15
20	March 2 - March 15	March 18	March 20	March 22	March 22	March 26	March 29
21	March 16 - March 29	April 1	April 3	April 5	April 5	April 9	April 12
22	March 30 - April 12	April 15	April 17	April 19	April 19	April 23	April 26
23	April 13 - April 26	April 29	May 1	May 3	May 3	May 7	May 10
24	April 27 - May 10	May 13	May 15	May 17	May 17	May 21	May 24
25	May 10 - May 24	May 24	May 29	May 31	May 31	June 4	June 7
26	May 25 - June 7	June 10	June 12	June 14	June 14	June 18	June 21
26.1	June 8 – June 21	June 24	June 25	June 26	June 26	June 26	June 28