

**GCSD Business Dept. Calendar
July 2025 -- November 2025**

Accounts Payable

*Regular Docket (Open invoice status)

*Ratified Docket (Held invoice status)

Activity Funds

Payroll/Insurance

*Payroll Packet

July 2025

08 Activity Fund transmittal due by 4 p.m.

15 Last Day to Make Changes For Current Payroll

15 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room

16 Payroll Packet Due to Payroll

18 Ratified claims due by 4 pm (AP date 7/23/25)

24 AP Regular Docket claims due by 4pm (AP date 08/13/25)

31 Payroll Date

August 2025

07 Payroll Packet Due to Payroll

07 Activity Fund transmittal due by 4 pm

14 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room

15 Last Day to Make Changes For Current Payroll

15 AP Ratified claims due by 4 pm (AP date 8/20/25)

22 AP Regular Docket claims due by 4pm (AP date 09/10/25)

29 Payroll Date

September 2025

05 Payroll Packet Due to Payroll

08 Activity Fund transmittal due by 4 pm

11 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room

12 AP Ratified claims due by 4 pm (AP date 9/17/25)

15 Last Day to Make Changes For Current Payroll

25 AP Regular Docket claims due by 4pm (AP date 10/15/25)

30 Payroll Date

October 2025

04 AP Ratified claims due by 4 pm (AP date 10/09/24)

06 Payroll Packet Due to Payroll

14 Activity Fund transmittal due by 4 pm

15 Last Day to Make Changes For Current Payroll

16 New Hire Meeting @ 3:30 PM at the Dist. Off Multi Purpose Room

17 AP Ratified claims due by 4 pm (AP date 10/22/25)

23 AP Regular Docket claims due by 4pm (AP date 11/12/25)

31 Payroll Date

November 2025

06 Payroll Packet Due to Payroll

07 Activity Fund transmittal due by 4 pm

13 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room

14 AP Ratified claims due by 4 pm (AP date 11/19/25)

14 AP Regular Docket claims due by 4pm (AP date 12/10/25)

14 Last Day to Make Changes For Current Payroll

21 Payroll Date

**GCSD Business Dept. Calendar
December 2025 -- April 2026**

Accounts Payable

*Regular Docket (Open invoice status)

*Ratified Docket (Held invoice status)

Activity Funds

Payroll/Insurance

*Payroll Packet

December 2025
04 Payroll Packet Due to Payroll
04 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
05 Activity Fund transmittal due by 4 pm
10 Last Day to Make Changes For Current Payroll
10 AP Ratified claims due by 4 pm (AP date 12/17/25)
11 AP Regular Docket claims due by 4pm (AP date 01/14/26)
19 Payroll Date

January 2026
08 Payroll Packet Due to Payroll
09 Activity Fund transmittal due by 4 pm
15 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
15 Last Day to Make Changes For Current Payroll
16 AP Ratified claims due by 4 pm (AP date 01/21/26)
22 AP Regular Docket claims due by 4pm (AP date 02/11/26)
30 Payroll Date

February 2026
05 Payroll Packet Due to Payroll
06 Activity Fund transmittal due by 4 pm
12 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
13 AP Ratified claims due by 4 pm (AP date 02/19/26)
15 Last Day to Make Changes For Current Payroll
20 AP Regular Docket claims due by 4pm (AP date 03/11/26)
27 Payroll Date

March 2026
05 Payroll Packet Due to Payroll
06 Activity Fund transmittal due by 4 pm
12 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
13 AP Ratified claims due by 4 pm (AP date 03/18/26)
13 Last Day to Make Changes For Current Payroll
19 AP Regular Docket claims due by 4pm (AP date 04/15/26)
27 Payroll Date

April 2026
09 Payroll Packet Due to Payroll
10 Activity Fund transmittal due by 4 pm
15 Last Day to Make Changes For Current Payroll
17 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
17 AP Ratified claims due by 4 pm (AP date 04/22/26)
24 AP Regular Docket claims due by 4pm (AP date 05/13/26)
30 Payroll Date

GCSD Business Dept. Calendar
May 2026 -- June 2026

Accounts Payable

*Regular Docket (Open invoice status)

*Ratified Docket (Held invoice status)

Activity Funds

Payroll/Insurance

*Payroll Packet

May 2026
07 Payroll Packet Due to Payroll
07 Activity Fund transmittal due by 4 pm
15 AP Ratified claims due by 4 pm (AP date 05/20/26)
15 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
15 Last Day to Make Changes For Current Payroll
21 AP Regular Docket claims due by 4pm (AP date 06/10/26)
29 Payroll Date

June 2026
04 Payroll Packet Due to Payroll
05 Activity Fund transmittal due by 4 pm
15 Last Day to Make Changes For Current Payroll
18 New Hire Meeting @ 3:30 PM at the Dist. Off. Multi Purpose Room
16 Last AP Docket claims due by noon (06/24/26)
30 Payroll Date