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******* IMPORTANT INFORMATION - PLEASE READ *******

Change to Payroll Pay Dates

Beginning with pay date 7/22/2022, Granite State Independent Living's (GSIL) payroll pay dates will be moving from currently scheduled Thursdays over to Fridays of pay weeks. Please make sure to plan ahead for this change and consider any personal adjustments needed as a result of pay dates falling on Fridays of pay weeks. An updated payroll calendar is included on the back side of this notification. Please use this as a reference going forward.

This change will be the policy going forward. Making this change will allow time for payroll processing improvements that will help to reduce the likelihood of payroll errors by adding more audit and review measures.

Please note that employee payroll submission deadlines will remain unchanged. Only hours reported prior to the payroll cutoff date (Monday at 3:00pm before the Friday pay dates) will count towards hours worked and be included in the payroll cycle for the pay period.

With this change, those employees who receive a paper paycheck will see a corresponding day change from when checks are currently mailed out. This additional day may be added into any delays the US Postal Service experiences. This is an excellent time to consider getting your pay directly deposited electronically to your bank account. It is easy to enroll and ensures timely receipt of pay. Please email HR@gsil.org for information to sign up for direct deposit.

Reminders will be provided over the next several weeks as this transition approaches. Please email any other questions to payroll@gsil.org.

Thank you,

Payroll Department

Granite State Independent Living – REVISED 2022 Payroll Calendar

July							August							September						
SA	SU	M	T	W	Th	F	SA	SU	M	T	W	Th	F	SA	SU	M	T	W	Th	F
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October							November							December						
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Corporate Offices Closed

Pay Date

PAY WEEKS	PAY DATE	PAY WEEKS	PAY DATE
07/02/22 – 07/15/22	07/22/22	10/08/22 – 10/21/22	10/28/22
07/16/22 – 07/29/22	08/05/22	10/22/22 – 11/04/22	11/10/22
07/30/22 – 08/12/22	08/19/22	11/05/22 – 11/18/22	11/25/22
08/13/22 – 08/26/22	09/02/22	11/19/22 – 12/02/22	12/09/22
08/27/22 – 09/09/22	09/16/22	12/03/22 – 12/16/22	12/23/22
09/10/22 – 09/23/22	09/30/22	12/17/22 – 12/30/22	01/06/23
09/24/22 – 10/07/22	10/14/22		