



EAGLE MOUNTAIN-SAGINAW ISD
2022-2023 MONTHLY PAYROLL PROCESSING SCHEDULE
(True Time and Extra Duty Pay)

Pay Period	Dates of Service		Time Card & Edits Due	Pay Date
	Start	End		
1	07/31/2022	08/27/2022	08/31/2022	09/20/2022
2	08/28/2022	10/01/2022	10/05/2022	10/20/2022
3	10/02/2022	10/29/2022	11/02/2022	11/18/2022
4	10/30/2022	11/26/2022	11/30/2022	12/20/2022
5	11/27/2022	12/31/2022	01/04/2023	01/20/2023
6	01/01/2023	01/28/2023	02/01/2023	02/17/2023
7	01/29/2023	02/25/2023	03/01/2023	03/20/2023
8	02/26/2023	04/01/2023	04/05/2023	04/20/2023
9	04/02/2023	04/29/2023	05/03/2023	05/19/2023
10	04/30/2023	05/27/2023	05/31/2023	06/20/2023
11	05/28/2023	06/24/2023	06/28/2023	07/20/2023
12	06/25/2023	07/29/2023	08/02/2023	08/18/2023

Weekly time sheets must be submitted by employee each Monday by 4pm for final approval by supervisor each Tuesday by 4pm.

Leave taken must be approved and posted on your timesheet prior to submitting your time card for approval.

Time Card date is the date for any extra duty pay or Record forms to payroll.

-Please contact Payroll at ext. 2954, if you have questions regarding your time card.