



**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	<b>08/31/2022</b>	09/20/2022
2	08/28/2022	10/01/2022	<b>10/05/2022</b>	10/20/2022
3	10/02/2022	10/29/2022	<b>11/02/2022</b>	11/18/2022
4	10/30/2022	11/26/2022	<b>11/30/2022</b>	12/20/2022
5	11/27/2022	12/31/2022	<b>01/04/2023</b>	01/20/2023
6	01/01/2023	01/28/2023	<b>02/01/2023</b>	02/17/2023
7	01/29/2023	02/25/2023	<b>03/01/2023</b>	03/20/2023
8	02/26/2023	04/01/2023	<b>04/05/2023</b>	04/20/2023
9	04/02/2023	04/29/2023	<b>05/03/2023</b>	05/19/2023
10	04/30/2023	05/27/2023	<b>05/31/2023</b>	06/20/2023
11	05/28/2023	06/24/2023	<b>06/28/2023</b>	07/20/2023
12	06/25/2023	07/29/2023	<b>08/02/2023</b>	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 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.**