



EAGLE MOUNTAIN-SAGINAW ISD
2023-2024 MONTHLY PAYROLL PROCESSING SCHEDULE
(True Time and Extra Duty Pay)

Pay Period	Dates of Service		Time Card & Edits Due	Pay Date
	Start	End		
1	07/30/2023	09/02/2023	09/06/2023	09/20/2023
2	09/03/2023	09/30/2023	10/04/2023	10/20/2023
3	10/01/2023	10/28/2023	11/01/2023	11/20/2023
4	10/29/2023	11/25/2023	11/29/2023	12/20/2023
5	11/26/2023	12/30/2023	01/03/2024	01/19/2024
6	12/31/2023	01/27/2024	01/31/2024	02/20/2024
7	01/28/2024	02/24/2024	02/28/2024	03/20/2024
8	02/25/2024	03/30/2024	04/03/2024	04/19/2024
9	03/31/2024	04/27/2024	05/01/2024	05/20/2024
10	04/28/2024	06/01/2024	06/05/2024	06/20/2024
11	06/02/2024	06/22/2024	06/26/2024	07/19/2024
12	06/23/2024	07/27/2024	07/31/2024	08/20/2024

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 due date for any extra duty pay or Record forms to payroll.

-Please contact Payroll at payroll@ems-isd.net, if you have questions regarding your time card.