



**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	<b>09/06/2023</b>	09/20/2023
2	09/03/2023	09/30/2023	<b>10/04/2023</b>	10/20/2023
3	10/01/2023	10/28/2023	<b>11/01/2023</b>	11/20/2023
4	10/29/2023	11/25/2023	<b>11/29/2023</b>	12/20/2023
5	11/26/2023	12/30/2023	<b>01/03/2024</b>	01/19/2024
6	12/31/2023	01/27/2024	<b>01/31/2024</b>	02/20/2024
7	01/28/2024	02/24/2024	<b>02/28/2024</b>	03/20/2024
8	02/25/2024	03/30/2024	<b>04/03/2024</b>	04/19/2024
9	03/31/2024	04/27/2024	<b>05/01/2024</b>	05/20/2024
10	04/28/2024	06/01/2024	<b>06/05/2024</b>	06/20/2024
11	06/02/2024	06/22/2024	<b>06/26/2024</b>	07/19/2024
12	06/23/2024	07/27/2024	<b>07/31/2024</b>	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.**