



EAGLE MOUNTAIN-SAGINAW ISD 2024-2025 MONTHLY PAYROLL PROCESSING SCHEDULE (True Time and Extra Duty Pay)

Pay Period	Dates of Service		Timecard & Edits Due	Pay Date
	Start	End		
1	07/28/2024	08/31/2024	09/04/2024	09/20/2024
2	09/01/2024	09/28/2024	10/02/2024	10/18/2024
3	09/29/2024	10/26/2024	10/30/2024	11/20/2024
4	10/27/2024	11/30/2024	12/03/2024	12/20/2024
5	12/01/2024	12/28/2024	01/07/2025	01/17/2025
6	12/29/2024	02/01/2025	02/05/2025	02/20/2025
7	02/02/2025	03/01/2025	03/04/2025	03/20/2025
8	03/02/2025	03/29/2025	04/02/2025	04/18/2025
9	03/30/2025	04/26/2025	04/30/2025	05/20/2025
10	04/27/2025	05/31/2025	06/04/2025	06/20/2025
11	06/01/2025	06/21/2025	06/25/2025	07/18/2025
12	06/22/2025	08/02/2025	08/06/2025	08/20/2025

- Weekly timesheets must be submitted by employees 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 timecard 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 timecard.