

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

MONTHLY TIME CARDS ONLY

2022-2023 DATES FOR ADMINISTRATORS/TEACHERS/PARAPROFESSIONALS

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 15, 2022	08/01/22 - 08/14/22	September 15, 2022
September 12, 2022	08/15/22 - 09/11/22	October 14, 2022
October 10, 2022	09/12/22 - 10/09/22	November 15, 2022
November 7, 2022	10/10/22 - 11/06/22	December 15, 2022
December 12, 2022	11/07/22 - 12/11/22	January 13, 2023
January 9, 2023	12/12/22 - 01/08/23	February 15, 2023
February 13, 2023	01/09/23 - 02/12/23	March 15, 2023
March 20, 2023	02/13/23 - 03/12/23	April 14, 2023
April 11, 2023	03/13/23 - 04/09/23	May 15, 2023
May 8, 2023	04/10/23 - 05/07/23	June 15, 2023
June 12, 2023	05/08/23 - 06/11/23	July 14, 2023
** August 7, 2023	06/12/23 - 08/04/23	August 15, 2023

**** All time cards that must be paid with 2022-2023 funds need to be submitted to Payroll no later than 08/07/23**

The above listing of close-out dates is for extra duty monthly time cards. The monthly time cards are for Administrators, Teachers and Paraprofessionals only.

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after due dates, payment may be delayed for one month.