



EAGLE MOUNTAIN-SAGINAW ISD
2026-2027 MONTHLY PAYROLL PROCESSING SCHEDULE
(True Time and Extra Duty Pay)

This schedule is for docks, not including Extended Leave, extra duty, True time submission, and OT purposes only.
This schedule is not used to determine your monthly pay.

Pay Period	Dates of Service		Time Card & Edits Due	Pay Date
	Start	End		
1	08/02/2026	08/29/2026	09/02/2026	09/18/2026
2	08/30/2026	09/26/2026	09/30/2026	10/20/2026
3	09/27/2026	10/31/2026	11/04/2026	11/20/2026
4	11/01/2026	11/28/2026	12/02/2026	12/18/2026
5	11/29/2026	01/02/2027	01/06/2027	01/20/2027
6	01/03/2027	01/30/2027	02/03/2027	02/19/2027
7	01/31/2027	02/27/2027	03/03/2027	03/19/2027
8	02/28/2027	03/27/2027	03/31/2027	04/20/2027
9	03/28/2027	05/01/2027	05/05/2027	05/20/2027
10	05/02/2027	05/29/2027	06/02/2027	06/17/2027
11	05/30/2027	06/26/2027	06/30/2027	07/20/2027
12	06/27/2027	07/31/2027	08/04/2027	08/20/2027

- 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, True Time submission or Record forms to payroll.
 - Please contact Payroll at payroll@ems-isd.net, if you have questions regarding your time card.
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