



# DeSoto Independent School District

## Office of the Superintendent

**2019 -2020**

### **MONTHLY (Non-Exempt) PAYROLL SCHEDULE**

Non-Exempt employees will be paid via direct deposit on the 26th of each month, unless otherwise noted below. Extra hours, overtime, additional pay and absences occurring during the pay period will be processed on the corresponding payday.

**All timecards and function time cards must be verified and approved in TEAMS by the Payroll Due Date. Any late approvals, incorrect time punches, and/or unapproved timecards will be processed the next pay period.**

<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Payroll Due Date</b>	<b>Check Date</b>
8/4/2019	8/31/2019	9/4/2019	9/26/2019
9/1/2019	10/5/2019	10/2/2019	10/25/2019
10/6/2019	11/2/2019	11/6/2019	11/26/2019
11/3/2019	12/7/2019	12/4/2019	12/20/2019
12/8/2019	1/4/2020	1/1/2020	1/24/2020
1/5/2020	2/1/2020	2/5/2020	2/26/2020
2/3/2020	3/7/2020	3/4/2020	3/26/2020
3/8/2020	4/4/2020	4/1/2020	4/24/2020
4/5/2020	5/2/2020	5/6/2020	5/26/2020
5/3/2020	6/6/2020	6/3/2020	6/26/2020
6/7/2020	7/4/2020	7/1/2020	7/24/2020
7/5/2020	8/1/2020	8/5/2020	8/26/2020

**\*\* These dates are subject to change due to holidays, district closures, etc. \*\***

The mission of DeSoto ISD is to prepare each student academically and socially to be a problem solver and productive citizen for a 21<sup>st</sup> century global society.