



DeSoto Independent School District

Office of the Superintendent

2020 - 2021

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.

Pay Period Start	Pay Period End	Process Cut-Off	Check Date
8/2/2020	9/5/2020	9/2/2020	9/25/2020
9/6/2020	10/3/2020	10/7/2020	10/26/2020
10/4/2020	11/7/2020	11/4/2020	11/26/2020
11/8/2020	12/5/2020	12/2/2020	12/18/2020
12/6/2020	1/2/2021	1/6/2021	1/26/2021
1/3/2021	2/6/2021	2/3/2021	2/26/2021
2/7/2021	3/6/2021	3/3/2021	3/26/2021
3/7/2021	4/3/2021	4/7/2021	4/26/2021
4/4/2021	5/1/2021	5/5/2021	5/26/2021
5/2/2021	6/5/2021	6/2/2021	6/25/2021
6/6/2021	7/3/2021	7/7/2021	7/26/2021
7/4/2021	8/7/2021	8/4/2021	8/26/2021

**** 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 21st century global society.