



# DeSoto Independent School District

## 2022 - 2023 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 during the next pay period.

| Pay Period Start | Pay Period End | Time and Attendance | Payroll Due Date | Check Date |
|------------------|----------------|---------------------|------------------|------------|
| 8/7/2022         | 9/3/2022       | 9/3/2022            | 9/7/2022         | 9/26/2022  |
| 9/4/2022         | 10/1/2022      | 10/1/2022           | 10/5/2022        | 10/26/2022 |
| 10/2/2022        | 11/5/2022      | 11/5/2022           | 11/2/2022        | 11/25/2022 |
| 11/6/2022        | 12/3/2022      | 12/3/2022           | 12/7/2022        | 12/16/2022 |
| 12/4/2022        | 1/7/2023       | 1/7/2023            | 1/4/2023         | 1/26/2023  |
| 1/8/2023         | 2/4/2023       | 2/4/2023            | 2/1/2023         | 2/24/2023  |
| 2/5/2023         | 3/4/2023       | 3/4/2023            | 3/1/2023         | 3/24/2023  |
| 4/1/2023         | 4/30/2023      | 3/31/2023           | 4/5/2023         | 4/24/2023  |
| 4/2/2023         | 5/6/2023       | 5/6/2023            | 5/3/2023         | 5/26/2023  |
| 5/7/2023         | 6/3/2023       | 6/3/2023            | 6/7/2023         | 6/26/2023  |
| 6/4/2023         | 7/1/2023       | 7/1/2023            | 7/5/2023         | 7/26/2023  |
| 7/2/2023         | 8/5/2023       | 8/5/2023            | 8/2/2023         | 8/25/2023  |

*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.*



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200 East Belt Line Road, DeSoto, Texas 75115 • 972.223.6666  
[www.DeSotoISD.org](http://www.DeSotoISD.org) • [Info@DeSotoISD.org](mailto:Info@DeSotoISD.org)