



2022 - 2023
Semi - Monthly Payroll Schedule

Manor Independent School District

Base wages are annualized regardless of the pay periods covered in this schedule.

<u>Pay Date</u>	<u>Timesheet Pay Period</u>		<u>Due to Payroll by</u>
	Substitute, Extra Duty and Supplemental pay are based on hours/days worked during a pay period. <small>Supplemental pay is Overtime, Dock and additional straight time worked outside of contractual hours.</small>		
JULY 15th 2022	29th	06/13/22 through 06/26/22	Tuesday, 06/28/22
	31st	06/27/22 through 07/10/22	Tuesday, 07/12/22
AUGUST 15th 2022	31st	07/11/22 through 07/31/22 *	Tuesday, 08/02/22
		08/01/22 through 08/14/22	Tuesday, 08/16/22
SEPTEMBER 15th 2022	30th	08/15/22 through 08/28/22	Tuesday, 08/30/22
		08/29/22 through 09/11/22	Tuesday, 09/13/22
OCTOBER 14th 2022	31st	09/12/22 through 09/25/22	Tuesday, 09/27/22
		09/26/22 through 10/16/22 *	Tuesday, 10/18/22
NOVEMBER 15th 2022	30th	10/17/22 through 10/30/22	Tuesday, 11/01/22
		10/31/22 through 11/13/22	Tuesday, 11/15/22
DECEMBER 15th 2022	30th	11/14/22 through 11/27/22	Tuesday, 11/29/22
		11/28/22 through 12/11/22	Tuesday, 12/13/22
JANUARY 13th 2023	31st	12/12/22 through 01/01/23 *	Wednesday, 01/04/23
		01/02/23 through 01/15/23	Wednesday, 01/18/23
FEBRUARY 15th 2023	28th	01/16/23 through 01/29/23	Tuesday, 01/31/23
		01/30/23 through 02/12/23	Tuesday, 02/14/23
MARCH 15th 2023	31st	02/13/23 through 02/26/23	Tuesday, 02/28/23
		02/27/23 through 03/19/23 *	Tuesday, 03/21/23
APRIL 14th 2023	28th	03/20/23 through 04/02/23	Tuesday, 04/04/23
		04/03/23 through 04/16/23	Tuesday, 04/18/23
MAY 15th 2023	31st	04/17/23 through 04/30/23	Tuesday, 05/02/23
		05/01/23 through 05/14/23	Tuesday, 05/16/23
JUNE 15th 2023	30th	05/15/23 through 05/28/23	Tuesday, 05/30/23
		05/29/23 through 06/11/23	Tuesday, 06/13/23
JULY*** 14th 2023	31st	06/12/23 through 06/25/23	Tuesday, 06/27/23
		06/26/23 through 07/16/23 *	Tuesday, 07/18/23

***Subject to change

*3 week pay period

TrueTime and Extra Duty Timesheets are due by 4:00 pm on the first business day of each week.

Timesheet approvals are due to payroll by 5:00 pm on the due date listed. Payroll can not guarantee on-time payment unless the timesheet is submitted **and** approved by the due dates.

Substitutes need to check Absence Management to ensure assignments have been entered correctly. Contact the Sub coordinator at the campus where the assignment was completed if you have questions.