



2021-2022 Community ISD Monthly Payroll Schedule

The Timesheet Periods below are used for Supplemental, Temporary/Substitute and Hourly Worker Pay as well as the processing of leave. Salary for annualized employees will be paid in equal payments over 12 months, beginning the first month of their scheduled contract (September for 10-month employees, August for 11-month employees and July for 12-month employees).

<u>Timesheet Period</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
05/30/2021 – 06/26/2021	July 02, 2021	July 20, 2021
06/27/2021 – 07/31/2021	August 04, 2021	August 20, 2021
08/01/2021 – 08/28/2021	September 01, 2021	September 20, 2021
08/29/2021 – 09/25/2021	September 29, 2021	October 20, 2021
09/26/2021 – 10/30/2021	November 03, 2021	November 19, 2021
10/31/2021 – 11/27/2021	December 01, 2021	December 17, 2021
11/28/2021 – 12/25/2021	December 29, 2021	January 20, 2022
12/26/2021 – 01/29/2022	February 02, 2022	February 18, 2022
01/30/2022 – 02/26/2022	March 02, 2022	March 18, 2022
02/27/2022 – 03/26/2022	March 30, 2022	April 20, 2022
03/27/2022 – 04/30/2022	May 04, 2022	May 20, 2022
05/01/2022 – 05/28/2022	June 01, 2022	June 20, 2022

All Absence from Duty Forms and Supplemental Pay Timesheets must be IN THE PAYROLL OFFICE by the due date above to be included in that month's payroll. All dates are subject to change.

All employees receive 5 Personal Days at the beginning of their contract.

10 month employees receive 3 Local Days – ½ Day every 30 days.

11 month employees receive 4 Local Days – ½ Day every 45 days.

12 month employees receive 5 Local Days

Days employed at 100%	Days Earned
0-17	0
18-35	.5
36-53	1
54-71	1.5
72-89	2
90-107	2.5
108-125	3
126-143	3.5
144-161	4
162-179	4.5
180+	5

Percent of Day employed

8 hr = 100%	4.5 hr = 56%
7.5 hr = 94%	4 hr = 50%
7 hr = 88%	3.5 hr = 44%
6.5 hr = 81%	3 hr = 38%
6 hr = 75%	2.5 hr = 31%
5.5 hr = 69%	2 hr = 25%
5 hr = 63%	1.5 hr = 19%
	1 hr = 13%

Maintenance Vacation – ½ day every 25 Days.

Days & Months:

10 Month (Sept-Aug)	11 Month (Aug – Jul)	12 Month (Jul – Jun)
177-197 Days	202 – 212 Days	226-251 Days
Teachers Aides Food Service Cooks Food Service Managers Bus Drivers Bus Monitors Instructional Coaches Nurse Speech Therapist Assistant Diagnostician District Librarian Psychologist Campus Receptionist Instructional Technologist Edge MS Counselor	FCCLA Teacher Elementary Assistant Principal Food Service Director Elementary Principal Secretary Edge MS Band Teacher C & I Coordinator	Business Office Staff District Receptionist Secondary Principal's Secretary Principals High School Assistant Principal AG Teacher HS Band Teacher Technology Director Special Education Director Director of Athletics Superintendent Chief Superintendent Secretary Transportation Director Maintenance Director Maintenance Secretary Maintenance Worker/Mechanic/Plumber/Electrician Middle Assistant Principal