



## 2022-2023 Community ISD 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).

<b>Timesheet Period</b>	<b>Timesheet Due Date</b>	<b>Pay Date</b>
05/29/2022 – 06/25/2022	06/29/2022	07/20/2022
06/26/2022 – 07/30/2022	08/03/2022	08/19/2022
07/31/2022 – 09/03/2022	09/07/2022	09/20/2022
09/04/2022 – 10/01/2022	10/05/2022	10/20/2022
10/02/2022 – 10/29/2022	11/02/2022	11/18/2022
10/30/2022 – 11/26/2022	11/30/2022	12/16/2022
11/27/2022 – 12/31/2022	01/05/2023	01/20/2023
01/01/2023 – 01/28/2023	02/01/2023	02/17/2023
01/29/2023 – 02/25/2023	03/01/2023	03/20/2023
02/26/2023 – 04/01/2023	04/05/2023	04/20/2023
04/02/2023 – 04/29/2023	05/03/2023	05/19/2023
04/30/2023 – 06/03/2023	06/07/2023	06/20/2023

**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
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%

Percent of Day employed

Maintenance Vacation – ½ day every 25 Days.

**Days & Months:**

10 Month (Sept-Aug)	11 Month (Aug – Jul)	12 Month (Jul – Jun)
177-189 Days	190 – 220 Days	221+ 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