

2021-2022 SEMI-MONTHLY PAYROLL DATES

Non-Exempt Employees: Time clock entries should be verified weekly.
 Substitute Teachers: Sign In/Out sheets must be completed at each campus.
 Semi-Monthly Employees: Maintenance and Transportation ONLY

CISD Work Week is Saturday – Friday

LEAVE: REFER TO CISD POLICY (DEC LOCAL/DED LOCAL) FOR ALL LEAVE POLICIES.

- All employees receive 5 state personal leave days and 5 local personal leave days.
- Local personal leave days include 3 days at no cost to the employee and 2 days docked per policy.
- See DED LOCAL regarding Vacation Pay (after 12 months of continuous employment) and Paid Holidays.
- Leave needed for days adjacent to holiday or on a testing/staff development day is restricted.
- Discretionary leave in excess of two consecutive days must be pre-approved.
- Overtime and Comp Time must be pre-approved by your supervisor. Comp time is ALWAYS paid out first.
- Medical leave in excess of 5 consecutive days requires a doctor's statement upon return.
- Jury duty is an excused absence with appropriate documentation from the court.
- Employees who terminate prior to the end of their contract are compensated for actual days worked less amounts already paid. Leave is prorated.

QUESTIONS? Contact Payroll (x5018) or HR (x5002) at the Administration Office (903-567-4179)

Semi-Monthly Pay Period Begins	Semi-Monthly Pay Period Ends	Semi-Monthly Pay Dates
7/3/2021	7/16/2021	8/10/2021
7/17/2021	7/30/2021	8/25/2021
7/31/2021	8/20/2021	9/10/2021
8/21/2021	9/3/2021	9/24/2021
9/4/2021	9/17/2021	10/8/2021
9/18/2021	10/1/2021	10/25/2021
10/2/2021	10/15/2021	11/10/2021
10/16/2021	10/29/2021	11/19/2021
10/30/2021	11/12/2021	12/10/2021
11/13/2021	11/26/2021	12/16/2021
11/27/2021	12/17/2021	1/10/2022
12/18/2021	12/31/2021	1/25/2022
1/1/2022	1/14/2022	2/10/2022
1/15/2022	1/28/2022	2/25/2022
1/29/2022	2/11/2022	3/10/2022
2/12/2022	2/25/2022	3/25/2022
2/26/2022	3/11/2022	4/10/2022
3/12/2022	4/1/2022	4/25/2022
4/2/2022	4/15/2022	5/10/2022
4/16/2022	4/29/2022	5/25/2022
4/30/2022	5/13/2022	6/10/2022
5/14/2022	5/27/2022	6/24/2022
5/28/2022	6/10/2022	7/8/022
6/11/2022	7/1/2022	7/25/2022
7/2/2022	7/15/2022	8/10/2022
7/16/2022	7/29/2022	8/25/2022

***NOTE: Pay periods are used for hourly wage earners (Maint/Mechanics) and adjustments such as extra duty pay. All other employees receive annualized pay (12 equal payments over one contract year).**

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- Discretionary leave in excess of two consecutive days must be pre-approved.
- Overtime and Comp Time must be pre-approved by your supervisor. Comp time is ALWAYS paid out prior to leave unless otherwise approved.
- Medical leave in excess of 5 consecutive days requires a doctor’s statement upon return.
- Jury duty is an excused absence with appropriate documentation from the court.
- Employees who terminate prior to the end of their contract are compensated for actual days worked less amounts already paid. Leave is prorated.

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10/2/2021	10/29/2021	11/19/2021
10/30/2021	11/26/2021	12/16/2021
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1/1/2022	1/28/2022	2/25/2022
1/29/2022	2/25/2022	3/25/2022
2/26/2022	4/1/2022	4/25/2022
4/2/2022	4/29/2022	5/25/2022
4/30/2022	5/27/2022	6/24/2022
5/28/2022	7/1/2022	7/25/2022
7/2/2022	7/29/2022	8/25/2022

*NOTE: Employees other than semi-monthly, hourly wage earners (Maintenance/Mechanics) receive annualized pay (12 equal payments over one contract year). Pay periods are used for adjustments such as extra duty pay.