

Georgetown ISD Monthly Pay Schedule

2023-2024

****All GISD employees primary pay is calculated using annualized salary calculations, see configuration details below dates.**

Pay Date ***includes annualized pay, Extra Duty, Temps, Contracted Services	Date Range For work performed as Extra Duty, Temps, Contracted Services	Due Date Documentation due to receive payment for work performed as Extra Duty, Temps, Contracted Services
September 25, 2023	Aug 1 - Aug 31	September 8, 2023
October 25, 2023	Sept 1 - Sept 30	October 10, 2023
November 17, 2023	Oct 1 - Oct 31	November 3, 2023
December 20, 2023	Nov 1 - Nov 30	December 4, 2023
January 25, 2024	Dec 1 - Dec 31	January 8, 2024
February 23, 2024	Jan 1 - Jan 31	February 9, 2024
March 25, 2024	Feb 1 - Feb 28	March 4, 2024
April 25, 2024	Mar 1 - Mar 31	April 8, 2024
May 24, 2024	Apr 1 - Apr 30	May 10, 2024
June 25, 2024	May 1 - May 31	June 10, 2024
July 25, 2024	June 1 - June 30	July 8, 2024
August 23, 2024	July 1 - July 31	August 9, 2024

Configuration for Annualized Pay Calculation is as follows:

Daily Rate X # days worked from the work calendar = Annual pay

Annual pay/by the number of checks to receive = monthly pay for primary position

*Extra Duty pay for following will be included in the Monthly Payroll:

*Payroll Authorizations (PA's) for all Contracted Service Employees

*Temp Employees

*Extra Duty Pay for GISD Employees that are on a 12 month pay schedule

Semi-Monthly employees extra duty is paid on the Semi Monthly pay schedule.

In order to receive payment for Extra Duty, the employee is responsible for providing a timesheet and any other documentation needed as proof of work to the GISD representative on or before the first of the month they are requesting to be paid. This will provide time for the GISD representative to verify the data and receive any approval signatures, budget codes, etc. needed for the Payroll Department to process the PA.