

## Georgetown ISD Semi Monthly Pay Date Schedule for 2019-20

Payroll Date	Reporting period begins	Reporting period ends	TimeSheet due to Payroll <small>*Department may require timesheets prior to this date to allow time for processing</small>
July 31, 2019	June 24	July 7	July 10, 2019
August 15, 2019	July 8	July 21	July 24, 2019
August 30, 2019	July 22	August 4	August 7, 2019
September 13, 2019	August 5	August 25	August 28, 2019
September 30, 2019	August 26	September 8	September 11, 2019
October 15, 2019	September 9	September 29	October 2, 2019
October 31, 2019	September 30	October 13	October 16, 2019
November 15, 2019	October 14	October 27	October 30, 2019
November 22, 2019	October 28	November 10	November 13, 2019
December 13, 2019	November 11	November 24	November 27, 2019
December 20, 2019	November 25	December 8	December 11, 2019
January 15, 2020	December 9	December 29	January 2, 2020
January 31, 2020	December 30	January 12	January 15, 2020
February 13, 2020	January 13	January 26	January 29, 2020
February 28, 2020	January 27	February 9	February 12, 2020
March 13, 2020	February 10	February 23	February 26, 2020
March 31, 2020	February 24	March 8	March 11, 2020
April 15, 2020	March 9	March 29	April 1, 2020
April 30, 2020	March 30	April 12	April 15, 2020
May 15, 2020	April 13	April 26	April 29, 2020
May 29, 2020	April 27	May 10	May 13, 2020
June 15, 2020	May 11	May 24	May 28, 2020
June 30, 2020	May 25	June 7	June 10, 2020
July 15, 2020	June 8	June 21	June 24, 2020
July 31, 2020	June 22	July 5	July 8, 2020
August 14, 2020	July 6	July 19	July 22, 2020
August 31, 2020	July 20	August 2	August 5, 2020

All Semi Monthly Employees, except Bus Drivers and Monitors, are on an Annualized Pay. This means your annual pay is divided over 24 checks so that your base pay is the same each pay check. Hours worked over your scheduled hours will be paid at your hourly rate up to 40 hours. Any hours worked over 40 will be paid at your overtime rate. Below is the formula use to figure your Annualized Pay.

**Annual Pay = Daily Rate X Number of days worked on work calendar**

Daily Rate of Pay = Hourly Rate X Number of hours scheduled to work per day

Your Semi Monthly Base Pay = Annual Pay / number of checks to be paid for 2019-20

**Example:** Joe is a Custodian. Joe works a 239 day Work Calendar for 8 hours per day.

Hourly Rate = \$10.00.

Daily Rate = \$80.00

Annual Pay = \$19,120.00

Semi Monthly Base = \$796.67

Reason: 8 hour X \$10.00 per hour

Reason: \$80.00 (DR) X 239 day Work Calendar

Reason: \$19,120.00 Annual /24 checks

-Even if there are three weeks in a Pay Period Joe will be paid his base of \$796.67 plus any straight or overtime hours he worked.