



**LAKE WORTH ISD**  
**PAYROLL INFORMATION DUE DATES AND PAYDAYS**

**MONTHLY EMPLOYEES**  
**[Professional and Athletic Extra Duty Pay]**

**2022 - 2023 School Year**

PAY PERIOD FOR ALL EXTRA DUTY JOBS		PAPERWORK DUE TO PAYROLL	<u>PAYDAY</u>	Day of the Week
<u>FROM</u>	<u>TO</u>	BY NOON		
6/1/2022	6/30/2022	7/11/2022	<b>7/26/2022</b>	<b>TUESDAY</b>
7/1/2022	7/31/2022	8/10/2022	<b>8/26/2022</b>	<b>FRIDAY</b>
8/1/2022	8/31/2022	9/7/2022	<b>9/26/2022</b>	<b>MONDAY</b>
9/1/2022	9/30/2022	10/5/2022	<b>10/26/2022</b>	<b>WEDNESDAY</b>
10/1/2022	10/31/2022	11/2/2022	<b>11/18/2022</b>	<b>FRIDAY</b>
11/1/2022	11/30/2022	12/5/2022	<b>12/16/2022</b>	<b>FRIDAY</b>
12/1/2022	12/31/2022	1/11/2023	<b>1/24/2023</b>	<b>TUESDAY</b>
1/1/2023	1/31/2023	2/8/2023	<b>2/24/2023</b>	<b>FRIDAY</b>
2/1/2023	2/28/2023	3/6/2023	<b>3/24/2023</b>	<b>FRIDAY</b>
3/1/2023	3/31/2023	4/12/2023	<b>4/26/2023</b>	<b>WEDNESDAY</b>
4/1/2023	4/30/2023	5/10/2023	<b>5/26/2023</b>	<b>FRIDAY</b>
5/1/2023	5/31/2023	6/7/2023	<b>6/26/2023</b>	<b>MONDAY</b>
6/1/2023	6/30/2023	7/12/2023	<b>7/26/2023</b>	<b>WEDNESDAY</b>
7/1/2023	7/31/2023	8/9/2023	<b>8/25/2023</b>	<b>FRIDAY</b>

EMPLOYEE CLASSIFICATION	DAYS WORKED	PAY CYCLE
12 MONTH EMPLOYEE	226 - 260	JUL - JUN PAY CYCLE
11 MONTH EMPLOYEE	200 - 225	AUG - JUL PAY CYCLE
10 MONTH EMPLOYEE	181 - 199	SEP - AUG PAY CYCLE



# LAKE WORTH ISD

## SEMI-MONTHLY PAYROLL INFORMATION DUE DATES AND PAYDAYS

**PARAPROFESSIONALS, ATHLETICS MAINTENANCE, BUS MECHANICS, BUS DRIVERS/MONITORS, CHILD NUTRITION, CUSTODIAL, MAINTENANCE, SUBSTITUTES, AND TUTORS**

**2022 - 2023 School Year**

PAY PERIOD FOR HOURLY PERSONNEL  
AND OVERTIME CALCULATIONS

TIMESHEETS DUE TO PAYROLL  
BY 12:00pm on Wednesday

**PAYDAY**

Day of  
the Week

FROM	TO			
6/12/2022	6/25/2022	6/27/2022	7/8/2022	Friday
6/26/2022	7/9/2022	7/11/2022	7/26/2022	TUESDAY
7/10/2022	7/23/2022	7/27/2022	8/10/2022	WEDNESDAY
7/24/2022	8/6/2022	8/10/2022	8/26/2022	FRIDAY
8/7/2022	8/20/2022	8/24/2022	Annualized Pay Starts 9/9/2022	FRIDAY
8/21/2022	9/3/2022	9/7/2022	9/26/2022	MONDAY
9/4/2022	9/17/2022	9/21/2022	10/7/2022	FRIDAY
9/18/2022	10/1/2022	10/5/2022	10/26/2022	WEDNESDAY
10/2/2022	10/15/2022	10/19/2022	11/10/2022	THURSDAY
10/16/2022	10/29/2022	11/2/2022	11/18/2022	FRIDAY
10/30/2022	11/12/2022	11/16/2022	12/9/2022	FRIDAY
11/13/2022	12/3/2022 *	12/5/2022 Monday	12/16/2022	FRIDAY
12/4/2022	12/17/2022	1/2/2023 Monday	1/10/2023	TUESDAY
12/18/2022	1/7/2023 *	1/11/2023	1/24/2023	TUESDAY
1/8/2023	1/21/2023	1/25/2023	2/10/2023	FRIDAY
1/22/2023	2/4/2023	2/8/2023	2/24/2023	FRIDAY
2/5/2023	2/18/2023	2/22/2023	3/10/2023	FRIDAY
2/19/2023	3/4/2023	3/6/2023 Monday	3/24/2023	FRIDAY
3/5/2023	3/25/2023	3/29/2023	4/10/2023	MONDAY
3/26/2023	4/8/2023	4/12/2023	4/26/2023	WEDNESDAY
4/9/2023	4/22/2023	4/26/2023	5/10/2023	WEDNESDAY
4/23/2023	5/6/2023	5/10/2023	5/26/2023	FRIDAY
5/7/2023	5/20/2023	5/24/2023	6/9/2023	FRIDAY
5/21/2023	6/3/2023	6/7/2023	6/26/2022	MONDAY
6/4/2023	6/17/2023	6/19/2023 Monday	7/10/2023	MONDAY
6/18/2023	7/8/2023	7/12/2023	7/26/2023	WEDNESDAY
7/9/2023	7/22/2023	7/26/2023	8/10/2023	THURSDAY
7/23/2023	8/5/2023	8/9/2023	8/25/2023	FRIDAY

\* 3 week pay periods

\* Pay is annualized for Para's, Bus Driv/Mont/Mech/, Child Nutrition. Annualized pay starts in September for 10 mth Employees working less than 200 days. Annualized pay is not determined by these start and end dates. Example: Annualized Pay is \$15 hrly x 8 hrs = \$120 \$120 x 187 Days = \$22,440/ 24 checks = \$935 per check

\* Hourly Employees (Custodial & Maint) are paid for hours worked based on the time sheet start and end dates.

\* Substitutes are paid for days worked based on the cut-off date.

\* Dates are subject to change on this calendar