



Dear Wildcats,

As a part of Kennedale ISD's ongoing efforts to support all our Wildcat employees, we are excited to announce the implementation of semi-monthly payroll!

Beginning school year 2023-2024, KISD will transition from a once-a-month payroll to a semi-monthly payroll!

Employees will transition to semi-monthly pay according to the employee workday/ payroll calendar as follows:

Semi-Monthly Payroll Begins	Employee Workday/ Payroll Calendar
July 10, 2023	12 Month Administrators
August 10, 2023	202 and 207
September 08, 2023	175, 178, 179, 183, 184, 187, 192, 193, 200, 236, and 254

Semi-monthly pay will occur twice per month! This means that the first half of your monthly salary will be paid on the 10<sup>th</sup>, and the second half of your monthly salary will be paid on the 25<sup>th</sup>. If the pay date falls on a weekend or holiday, the pay date will be on the preceding workday.

All supplemental pay, extra duty pay, overtime pay, and substitute pay will be compensated on the 25<sup>th</sup> of each month in accordance with the begin and end dates provided on the [payroll dates calendar](#). Additionally, leave will continue to be posted once monthly on the 25<sup>th</sup> pay run.

Transitioning to a semi-monthly pay cycle will **NOT** affect the amount of your salary, benefits, or deductions. Your annual compensation will remain the same, and any taxes or other deductions will be calculated on a semi-monthly basis. Semi-monthly pay will simply allow all employees to receive consistent income on a more frequent basis.

Updated documentation will be required for the transition to semi-monthly pay **only** if you currently have any additional federal withholdings on your W4 and if you have multiple direct deposits. Human Resources will contact you directly requesting the required updated documents.

This change may require some adjustments to your budgeting and financial planning, but we believe that this new process will ultimately provide greater stability and convenience for all employees.

Human Resources will provide you with the necessary information and support ensuring a seamless transition. If you have any questions or concerns, please reference our [FAQ document](#) or reach out to Human Resources directly.

Thank you for your understanding and cooperation as we implement this exciting change. Our hope is that welcoming a semi-monthly payroll process will benefit all and allow Human Resources to better support our Wildcat family.