

## FAQ'S | SEMI-MONTHLY PAY

### WHAT IS CHANGING?

Beginning school year 2023-2024, KISD will transition all employees, excluding substitutes, from a once-a-month pay cycle to a semi-monthly pay cycle! Substitutes will continue to be paid monthly.

### WHAT IS A SEMI-MONTHLY PAY CYCLE?

Semi-monthly pay occurs twice per month, first on the 10<sup>th</sup> and second on the 25<sup>th</sup>.

### PAY DATES

Pay dates are scheduled for the 10<sup>th</sup> and 25<sup>th</sup> of each month. If the pay date falls on a weekend or holiday, the pay date will be on the preceding workday.

### CAN I OPT OUT OF SEMI-MONTHLY PAYROLL?

Unfortunately, no. All KISD employees will be on the new semi-monthly pay cycle.

### WILL MY TOTAL MONTHLY PAY CHANGE?

No. Your school year salary will be annualized over 24 payments. All employees will receive the same total amount of pay each month as they would with a monthly pay schedule.

### WILL MY DEDUCTIONS OR BENEFIT PREMIUMS CHANGE?

No. Deductions and premiums will not change, however, your total deduction amount will be split over two semi-monthly pay runs.

### CAN I HAVE DIFFERENT DEDUCTIONS FOR EACH PAYCHECK?

No. All deductions must be the same on the 10<sup>th</sup> and 25<sup>th</sup> pay runs.

### WHAT HAPPENS IF I HAVE ADDITIONAL WITHHOLDING'S ON MY W4?

Human Resources will reach out to you directly to ensure your W4 is updated.

### WHAT HAPPENS IF I HAVE TWO OR MORE FINANCIAL INSTITUTIONS FOR DIRECT DEPOSIT?

Human Resources will reach out to you directly to ensure sure you update your direct deposit information.

### WHAT IF I SCHEDULE MY BILLS TO BE PAID ONLINE?

You will want to make sure to update your online bill pay schedules with your new semi-monthly pay schedule before the new pay cycles begin.

### I WORK EXTRA DUTY HOURS, WHEN WILL I RECEIVE MY SUPPLEMENTAL PAY?

All supplemental pay will be paid once a month on the second semi-monthly pay cycle of the month. (The 25<sup>th</sup> of each month).

### WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

Contact [Human Resources](#) with any questions. We are here to support you!