



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

2024 - 2025 School Year

PAY PERIOD FOR HOURLY PERSONNEL
AND OVERTIME CALCULATIONS

TIMESHEETS DUE TO PAYROLL
weekly by 12:00 p.m. Wednesday

<u>FROM</u>	<u>TO</u>	<u>Payroll Cutoff Deadline</u>	<u>PAYDAY</u>	Day of the Week
6/16/2024	6/29/2024	7/10/2024	7/26/2024	FRIDAY
6/30/2024	7/13/2024	7/17/2024	8/9/2024	FRIDAY
7/14/2024	7/27/2024	7/31/2024	8/26/2024	MONDAY
7/28/2024	8/17/2024 *	8/21/2024 Annualized Pay Starts	9/10/2024	TUESDAY
8/18/2024	8/31/2024	9/4/2024	9/26/2024	THURSDAY
9/1/2024	9/14/2024	9/18/2024	10/10/2024	THURSDAY
9/15/2024	9/28/2024	10/2/2024	10/25/2024	FRIDAY
9/29/2024	10/19/2024 *	10/23/2024	11/8/2024	FRIDAY
10/20/2024	11/2/2024	11/6/2024	11/22/2024	FRIDAY
11/3/2024	11/16/2024	11/19/2024 Tuesday	12/10/2024	TUESDAY
11/17/2024	11/30/2024	12/3/2024 Tuesday	12/19/2024	THURSDAY
12/1/2024	12/14/2024	12/17/2024 Tuesday	1/10/2025	FRIDAY
12/15/2024	12/28/2024	12/31/2024 Tuesday	1/24/2025	FRIDAY
12/29/2024	1/18/2025 *	1/22/2025	2/10/2025	MONDAY
1/19/2025	2/1/2025	2/5/2025	2/26/2025	WEDNESDAY
2/2/2025	2/15/2025	2/19/2025	3/10/2025	MONDAY
2/16/2025	3/1/2025	3/5/2025	3/26/2025	WEDNESDAY
3/2/2025	3/15/2025	3/25/2025	4/10/2025	THURSDAY
3/16/2025	4/5/2025 *	4/9/2025	4/25/2025	FRIDAY
4/6/2025	4/19/2025	4/23/2025	5/9/2025	FRIDAY
4/20/2025	5/3/2025	5/7/2025	5/23/2025	FRIDAY
5/4/2025	5/17/2025	5/21/2025	6/10/2025	TUESDAY
5/18/2025	5/31/2025	6/3/2025 Tuesday	6/26/2025	THURSDAY
6/1/2025	6/14/2025	6/17/2025 Tuesday	7/10/2025	THURSDAY
6/15/2025	6/28/2025	7/8/2025 Tuesday	7/25/2025	FRIDAY
6/29/2024	7/12/2025	7/15/2025	8/8/2025	FRIDAY
7/13/2025	7/26/2025	7/30/2024	8/26/2025	TUESDAY

* 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.

*Non Duty Hours (226 Calendar) are Non Paid Hours Employee must be used by June 30th or the hours are forfeited. These hours are forfeited (not earned) if employee resigns or termination is prior to June 30th.

* Dates are subject to change on this calendar