

# Georgetown ISD Monthly Pay Schedule 2024-2025

**\*\*All GISD employees primary pay is calculated using annualized salary calculations, see configuration details below dates.**

Pay Date ***includes annualized pay, Extra Duty, Temps, Contracted Services	Date Range For work performed as Extra Duty, Temps, Contracted Services	Due Date Documentation due to receive payment for work performed as Extra Duty, Temps, Contracted Services
September 25, 2024	Aug 1 - Aug 31	September 9, 2024
October 25, 2024	Sept 1 - Sept 30	October 10, 2024
November 22, 2024	Oct 1 - Oct 31	November 8, 2024
December 20, 2024	Nov 1 - Nov 30	December 6, 2024
January 24, 2025	Dec 1 - Dec 31	January 10, 2025
February 25, 2025	Jan 1 - Jan 31	February 10, 2025
March 25, 2025	Feb 1 - Feb 28	March 3, 2025
April 25, 2025	Mar 1 - Mar 31	April 10, 2025
May 23, 2025	Apr 1 - Apr 30	May 9, 2025
June 25, 2025	May 1 - May 31	June 10, 2025
July 25, 2025	June 1 - June 30	July 7, 2025
August 25, 2025	July 1 - July 31	August 8, 2025

**Configuration for Annualized Pay Calculation is as follows:**

Daily Rate X # days worked from the work calendar = Annual pay

Annual pay/by the number of checks to receive = monthly pay for primary position

\*Extra Duty pay for following will be included in the Monthly Payroll:

\*Payroll Authorizations (PA's) for all Contracted Service Employees

\*Temp Employees

\*Extra Duty Pay for GISD Employees that are on a 12 month pay schedule

Semi-Monthly employees extra duty is paid on the Semi Monthly pay schedule.

In order to receive payment for Extra Duty, the employee is responsible for providing a timesheet and any other documentation needed as proof of work to the GISD representative on or before the first of the month they are requesting to be paid. This will provide time for the GISD representative to verify the data and receive any approval signatures, budget codes, etc. needed for the Payroll Department to process the PA.