



# 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	<b>7/26/2024</b>	FRIDAY
6/30/2024	7/13/2024	7/17/2024	<b>8/9/2024</b>	FRIDAY
7/14/2024	7/27/2024	7/31/2024	<b>8/26/2024</b>	MONDAY
7/28/2024	8/17/2024 *	8/21/2024 <b>Annualized Pay Starts</b>	<b>9/10/2024</b>	TUESDAY
8/18/2024	8/31/2024	9/4/2024	<b>9/26/2024</b>	THURSDAY
9/1/2024	9/14/2024	9/18/2024	<b>10/10/2024</b>	THURSDAY
9/15/2024	9/28/2024	10/2/2024	<b>10/25/2024</b>	FRIDAY
9/29/2024	10/19/2024 *	10/23/2024	<b>11/8/2024</b>	FRIDAY
10/20/2024	11/2/2024	11/6/2024	<b>11/22/2024</b>	FRIDAY
11/3/2024	11/16/2024	11/19/2024 <b>Tuesday</b>	<b>12/10/2024</b>	TUESDAY
11/17/2024	11/30/2024	12/3/2024 <b>Tuesday</b>	<b>12/19/2024</b>	THURSDAY
12/1/2024	12/14/2024	12/17/2024 <b>Tuesday</b>	<b>1/10/2025</b>	FRIDAY
12/15/2024	12/28/2024	12/31/2024 <b>Tuesday</b>	<b>1/24/2025</b>	FRIDAY
12/29/2024	1/18/2025 *	1/22/2025	<b>2/10/2025</b>	MONDAY
1/19/2025	2/1/2025	2/5/2025	<b>2/26/2025</b>	WEDNESDAY
2/2/2025	2/15/2025	2/19/2025	<b>3/10/2025</b>	MONDAY
2/16/2025	3/1/2025	3/5/2025	<b>3/26/2025</b>	WEDNESDAY
3/2/2025	3/15/2025	3/25/2025	<b>4/10/2025</b>	THURSDAY
3/16/2025	4/5/2025 *	4/9/2025	<b>4/25/2025</b>	FRIDAY
4/6/2025	4/19/2025	4/23/2025	<b>5/9/2025</b>	FRIDAY
4/20/2025	5/3/2025	5/7/2025	<b>5/23/2025</b>	FRIDAY
5/4/2025	5/17/2025	5/21/2025	<b>6/10/2025</b>	TUESDAY
5/18/2025	5/31/2025	6/3/2025 <b>Tuesday</b>	<b>6/26/2025</b>	THURSDAY
6/1/2025	6/14/2025	6/17/2025 <b>Tuesday</b>	<b>7/10/2025</b>	THURSDAY
6/15/2025	6/28/2025	7/8/2025 <b>Tuesday</b>	<b>7/25/2025</b>	FRIDAY
6/29/2024	7/12/2025	7/15/2025	<b>8/8/2025</b>	FRIDAY
7/13/2025	7/26/2025	7/30/2024	<b>8/26/2025</b>	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.

\***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**