International Leadership of Texas
Payroll Schedule
2024-2025 School Year

SEMI-MONTHLY EMPLOYEES				
Work Calendar		*PAY PERIOD SUBSTITUTES/ TEMPS/TRUE TIME	PAYROLL DEADLINE (Due by 12 PM)	PAY DATE
171	187, 207, 219, 229			
# of Checks				
	24	JUL 15- JUL 28	JUL 30	AUG 15
24	23	JUL 29- AUG 11	AUG 13	AUG 28
23	22	AUG 12 - AUG 25	AUG 27	SEPT 13
22	21	AUG 26 - SEPT 8	SEPT 10	SEPT 27
21	20	SEPT 9 - SEPT 29	OCT 01	OCT 15
20	19	SEPT 30 - OCTOBER 13	OCT 15	OCT 28
19	18	OCT 14 - OCT 27	OCT 29	NOV 15
18	17	OCT 28 - NOV 10	NOV 12	NOV 27
17	16	NOV 11 - NOV 24	DEC 3	DEC 13
16	15	NOV 25 - DEC 8	DEC 10	DEC 20
15	14	DEC 9 - DEC 29	JAN 7	JAN 15
14	13	DEC 30 - JAN 12	JAN 14	JAN 28
13	12	JAN 13 - JAN 26	JAN 28	FEB 14
12	11	JAN 27 - FEB 9	FEB 11	FEB 28
11	10	FEB 10 - FEB 23	FEB 25	MAR 14
10	9	FEB 24 - MAR 9	MAR 18	MAR 28
9	8	MAR 10 - MAR 30	APR 01	APR 15
8	7	MAR 31 - APR 13	APR 15	APR 28
7	6	APR 14 - APR 27	APR 29	MAY 15
6	5	APR 28 - MAY 11	MAY 13	MAY 28
5	4	MAY 12 - MAY 25	MAY 27	JUN 13
4	3	MAY 26 - JUN 8	JUN 10	JUN 18
3	2	JUN 9 - JUN 29	JUL 01	JUL 15
2	1	JUN 30 - JUL 13	JUL 15	JUL 28
1		JUL 14 - JUL 27	JUL 29	AUG 15
		JUL 28 - AUG 10	AUG 12	AUG 28

* Pay periods are used to process temporarary, substitute, and hourly worker pay, leave, and overtime/docks from true time. They are not used to determine an annualized employee's pay. The salary for annualized employees is distrubuted amongst the number of checks to be received throughout the school year.

TIMESHEETS:

EMPLOYEES MUST SUBMIT TIMESHEETS **EVERY MONDAY BY 12 PM**.
SUPERVISORS MUST APPROVE TIMESHEETS **EVERY TUESDAY BY 12 PM**.