



Annualized Pay FAQ

- **When is my first paycheck?**
 - July 1 - 260 day Employee
 - Aug 1 - 220 day, 210 Day, 200 Day
 - Sept 1 - 200 day (PAT), 187 Day, 182 Day, 180 Day, 178 Day
- **Do I need to update W4 & Direct deposit**
 - Consider you might be moving from receiving 20 checks in a school year to now receiving 24 which will increase your overall withholding
- **What happens to my escrow?**
 - The funds escrowed will be used to pay for July and August 2025 premiums.
- **Will my gross total for the year change?**
 - No, unless the employee has unpaid leave, your salary for the school year will not decrease.
- **How will my Extra Duty work (tutoring, etc) be paid?**
 - Extra hours outside of your primary position are not annualized and will be paid on a separate check. The check will be dispersed on the 15th of the month for the previous month's work. Example: 10/15 will have all extra duty hours for 9/1-9/30 paid.
- **How will my extra duty stipend (coaching, etc) be paid?**
 - Annualized on the same pay schedule as your primary position
- **How will overtime be paid?**
 - Ozark will follow the Fair Labor Standards Act. Overtime will NOT be annualized and will be paid on the same pay periods as non-annualized employees.
 - Overtime worked 1st-15th will be paid on the 1st of the next month
 - Overtime worked 16th-31st will be paid on the 15th of the next month
- **If I take leave what increments can I use?**
 - Hourly (Non-exempt employees): dock by the hour
 - Salary (Exempt employees): dock by the half day
- **Do I still need to clock in and out?**
 - Yes, Ozark will still follow all Fair Labor Standards Act, which requires us to document actual hours worked.