

# STILLWATER PUBLIC SCHOOLS PAYROLL INFORMATION

## Pay Periods:

Payroll is released on the last day of the month. If the last day falls on a weekend or holiday, payroll is released the last working day of the month based on the 260-day calendar. Attached is a list of payroll dates for this coming school year and it can be found on the staff page and finance page of the school website.

## Certified Staff Salary Calculation:

The salaries on the Certified Salary Scale are for 180 certified staff. If you work 185 - 260 days, you receive additional pay to cover those days. If you are in a qualifying special services position you receive an additional 10% in salary. Lincoln Academy teachers received an additional 5% in salary. Once all adjustments are made, the salary is then divided by 12 months. For example:

180-day teacher, Level I step 0 =  $\$45,625/12 = \$3,802.08/\text{mo}$

200-day teacher, level I step 0 =  $\$45,625/180 \times 200 \text{ days} = \$50,694.44/12 = \$4,224.54/\text{mo}$

180-day SpEd teacher, level I step 0 =  $\$45,625 + 10\% = \$50,187.50/12 = \$4,182.29/\text{mo}$

If a teacher leaves before the end or starts after the beginning of their contract, their pay is prorated to the number of days worked. Staff who resign mid-year, will be paid out on the next possible payroll for all pay earned, but not yet paid. For example:

180-day teacher working 167 days, Level I step 0 =  $\$45,625/180 \times 167 = \$42,329.86/12$   
(or number of months remaining) =  $\$3,527.49/\text{mo}$

CERTIFIED STAFF PENDING CERTIFICATION will be paid at Bachelors Step 0 by the OSDE minimum salary scale until certification is awarded. If certification is effective after the start of the contract, the non-certified days worked will be paid at Bachelors step 0 of OSDE minimum salary scale. For example:

180-day teacher, level I step 0 who receives their certification on September 1 =  
 $(\$41,601/180 \times 16 \text{ days}) + (\$45,625/180 \times 164 \text{ days}) = \$45,267.31/12 = \$3,772.28/\text{mo}$

180–190-day certified staff will be paid from 9/30 to 8/31

200 days certified staff will be paid from 8/31 to 7/31

260-day certified staff will be paid from 7/31 to 6/30

Entry level certified staff who receive their first check on 9/30, have the option to receive a partial paycheck on 8/31. If you are interested in receiving a partial check, an authorization form is attached. Please sign and return to the payroll department by August 14, 2026.

**Teacher Retirement:**

Teacher retirement participation with OTRS (Oklahoma Teacher Retirement System) is mandatory for certified staff. When you join teacher retirement, 7% of your salary is remitted in your name to the retirement system in Oklahoma City. An additional 9.5% of your salary is paid by the school district as the employer’s fee. If you would like more information about OTRS, a client handbook is available on their website. OTRS contact information: 1-877-738-6365, [www.ok.gov/TRS/](http://www.ok.gov/TRS/). TRS member portal registration: [www.myotrs.trs.ok.gov](http://www.myotrs.trs.ok.gov).

**District Paid Retirement Offset:**

Full time certified staff will have a specific amount credited against the contribution to the Teachers’ Retirement System. This amount is paid by the State of Oklahoma and is based on OSDE years of qualifying service. If you are employed less than full-time, are not eligible to receive the retirement offset. This will show on check stub as “OTRS OFFSET CP” under the deductions section as an offset to your deductions.

YEARS OF SERVICE	CREDIT AMOUNT (yearly)
0	\$ 60.15
1	\$ 103.41
2	\$ 145.65
3	\$ 188.15
4	\$ 233.33
5	\$ 278.76
6	\$ 325.26
7	\$ 372.82
8	\$ 421.44
9	\$ 471.12
10	\$ 521.87
11	\$ 573.67
12	\$ 626.54
13	\$ 680.48
14	\$ 735.47
15	\$ 791.53
16	\$ 848.65
17	\$ 906.83
18	\$ 966.07
19	\$1,026.38
20	\$1,087.75
21	\$1,150.18
22	\$1,213.68
23	\$1,278.23
24	\$1,343.85
25	\$1,410.53

**PAYROLL DATES**  
**2026-2027**

<b>MONTH</b>	<b>PAY DATE</b>
JULY	JULY 30
AUGUST	AUGUST 31
SEPTEMBER	SEPTEMBER 30
OCTOBER	OCTOBER 30
NOVEMBER	NOVEMBER 30
DECEMBER	DECEMBER 30
JANUARY	JANUARY 29
FEBRUARY	FEBRUARY 26
MARCH	MARCH 31
APRIL	APRIL 30
MAY	MAY 28
JUNE	JUNE 30



# Stillwater Public Schools

## August Partial Check

**As stated in the certified master contract, entry level certified staff have the option to receive a partial paycheck on August 31, 2026.**

**By signing on the line below, you agree to receive \$1,200.00 on August 31, 2026. The partial payment will be deducted from the next 12 checks of the school year at a rate of \$100.00 per check. If your employment is terminated before the end of your contract, the remaining amount will be deducted from your final check.**

**Form is due no later than August 14, 2026**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_