Understanding Your Annualized Salary

What is an annualized salary?

Annualized salary is your estimated earnings for the school year, distributed across monthly paychecks. This provides consistent pay, including months when you may not be working.

How is my salary determined?

Your salary is based on your assigned rate of pay and work calendar. For employees who start at the beginning of their calendar, the annualized amount is divided into 12 monthly payments. For an employee who starts late, the pay is divided by how many pays remain.

Example 1: Employee working the full calendar

Daily rate	Hours/day	Workdays	Annualized pay	Monthly gross
$148.96	8	225	$33,516.00	$2,793.00

$18.62 × 8 hours × 225 days = $33,516; $33,516 ÷ 12 paychecks = **$2,793 gross/month.**

Example 2: Employee starting mid-year

An employee on a 187-day work calendar starts November 4, with 125 workdays and 10 paychecks remaining. Using the same hourly rate and daily hours:

Daily rate	Remaining workdays	Estimated earnings	Remaining pays	Monthly gross
$148.96	125	$18,620.00	10	$1,862.00

$18.62 × 8 hours × 125 remaining days = $18,620; $18,620 ÷ 10 remaining paychecks = **$1,862 gross/month.**
Important: When starting midyear, estimated earnings are divided by the number of paychecks remaining in the applicable pay cycle—not automatically by 12.

When will I receive my paychecks?

Assigned work calendar	Typical pay periods
Fewer than 202 days	September–August
202–224 days	August–July
225 days or more	July–June

Pay periods shown assume employment begins on the first day of the assigned work calendar.

What happens if my employment or pay changes?

Resignation or separation: Pay is based on actual days worked and earnings owed; the final paycheck may be adjusted.
Position changes: Salary is recalculated to reflect pay earned in each position.
Additional compensation: Eligible stipends, extra-duty pay, or overtime may be paid separately.

Questions or additional information

Refer to the district **Compensation Manual and Salary Schedules** or email **hr-compensation@irvingisd.net**.