UNDERSTANDING YOUR ANNUALIZED PAY

Celina ISD uses an annualized pay schedule to provide employees with consistent monthly paychecks throughout the year, including during school holidays, breaks, and summer months when employees may not be scheduled to work.

Rather than paying employees only for the days or hours worked during each month, the district calculates their total scheduled earnings for the school year and divides that amount as evenly as possible across their scheduled monthly paychecks.

How Is My Monthly Pay Calculated?

Your annualized pay is based on your assigned work calendar and approved rate of pay.

- **Salaried Employees:** Annual earnings are based on the approved salary and applicable work calendar.
- **Hourly Employees:** Annual earnings are calculated by multiplying the hourly pay rate by the scheduled hours per day and the number of scheduled workdays.

Example for an Hourly Employee

Description	Amount
Hourly Rate	$17.50
Scheduled Hours per Day	8
Scheduled Workdays	187
Total Annual Earnings	$26,180
Monthly Gross Pay (12 payments)	Approximately $2,181.67

In this example, the employee receives approximately $2,181.67 in regular gross pay each month, even during months with fewer scheduled workdays. A small rounding adjustment may be applied to the final paycheck to ensure the total payments equal the employee's annual earnings.

Actual take-home pay will be lower after applicable taxes, retirement contributions, insurance premiums, and other deductions.

What If I Start Working After the School Year Begins?

Employees who begin working after the start of the school year have their pay calculated based on their remaining scheduled workdays.

The total earnings for those remaining days are then divided as evenly as possible among the remaining monthly payments.

For example, an employee whose first paycheck is in October will generally have their earnings distributed across 11 payments, from October through August.

What Happens During Holidays and School Breaks?

Your annualized pay already accounts for the nonworking days included in your assigned district work calendar.

If you are not scheduled to work during a holiday, school closure, or break, your regular monthly pay is not reduced simply because the district is closed.

You continue receiving your scheduled monthly pay because your earnings have been distributed throughout the year.

How Do Additional Hours and Absences Affect My Pay?

For hourly employees, actual hours worked are compared with their assigned work schedule.

- **Additional Hours:** Hours worked beyond the regular schedule are paid separately as hourly overage during the applicable payroll cycle.
- **Overtime:** Hours worked over 40 in the district's established workweek are compensated according to applicable overtime requirements.
- **Missed Scheduled Hours:** Hours not worked during scheduled workdays may result in a pay deduction unless covered by available, approved paid leave.
- **District-Scheduled Days Off:** Holidays and other nonworking days already excluded from your assigned calendar do not create docked pay.

These adjustments may cause your paycheck to vary from month to month, even though your regular monthly gross pay is annualized.

When Will I Receive My Paycheck?

Celina ISD pays employees monthly on the 20th.

If the 20th falls on a weekend or holiday, employees are paid on the preceding business day.

Where Can I View My Paycheck Details?

You can view, print, or download your wage statements through the Skyward Employee Portal.

1. Log in to your Skyward Employee Portal.
2. Select the Payroll Check History tile.
3. Click the downward-pointing triangle next to the paycheck you want to review.
4. Select Wage Statement (Employee Access).
5. Click Run Report.
6. View, print, or download your wage statement.

Your wage statement includes your regular earnings, additional pay, payroll deductions, district-paid benefits, and available leave balances.

Questions About Your Pay?

If you have questions about how your paycheck was calculated, please contact the Celina ISD Payroll Department. Questions about your assigned salary, hourly rate, or compensation placement should be directed to Human Resources.