

Beginning from 2022-23 Handbook, Page 74 (Paychecks Section)

The schedule of pay dates for the 2023-2024 school year follows:

Monthly Payroll Schedule		
Friday, August 18, 2023	Wednesday, December 20, 2023	Friday, April 19, 2024
Wednesday, September 20, 2023	Friday, January 19, 2024	Monday, May 20, 2024
Friday, October 13, 2023	Tuesday, February 20, 2024	Thursday, June 20, 2024
Friday, November 17, 2023	Wednesday, March 20, 2024	Thursday, July 18, 2024

### 2023-2024 Important Monthly Payroll Dates

Contracts are paid on an annualized salary. Docks and Other Earnings are paid for the previous month.  
Any payroll changes, other earnings, etc...are due in the payroll office by the 8<sup>th</sup> day of the month.

MONTHLY CONTRACT PAY DATES
Thursday, July 20, 2023
Friday, August 18, 2023
Wednesday, September 20, 2023
Friday, October 13, 2023
Friday, November 17, 2023
Wednesday, December 20, 2023
Friday, January 19, 2024
Tuesday, February 20, 2024
Wednesday, March 20, 2024
Friday, April 19, 2024
Monday, May 20, 2024
Thursday, June 20, 2024
Thursday, July 18, 2024

IMPORTANT DATES & HOLIDAYS	
8/15/23	First Day for Students
9/4/23	Labor Day Holiday
10/16/23-10/20/23	Fall Break
10/23/23	Student Holiday/Staff Work Day
11/20/23-11/24/23	Thanksgiving Break
12/20/23	Early Release
12/21/23-1/3/24	Christmas Break
1/4/24-1/5/24	Student Holidays/Staff Work Days
1/8/24	First Day Back for Students-2 <sup>nd</sup> Sem.
1/15/24	Martin Luther King, Jr. Holiday
2/16/24	Student Holiday/Staff Work Day
2/19/24	President's Day Holiday
3/11/24-3/15/24	Spring Break
3/29/24	Good Friday Holiday
5/23/24	Early Release/Last Day for Students
5/24/24	Staff Work Day
5/24/24	Graduation
5/27/24	Memorial Day Holiday
5/28/24 & 5/29/24	Staff Bad Weather Days

**\*\*\*\*Please note:**

**226 Employees** are scheduled off for all breaks except Fall Break and July 4<sup>th</sup> week. If the employee wants to be off these weeks, they would need to enter 3 personal days for Monday, July 3, 2023 and Wednesday through Thursday, July 5-6, 2023, and they would need to enter 5 personal days for October 16-20, 2023 for Fall Break.

**245 Employees** are scheduled to work 4 days of Fall Break and 4 Days of Spring Break. If the employee wants to be off any days during these weeks, they would need to enter personal days. July 4<sup>th</sup> week, they would be required to enter 4 days for Monday, and Wednesday-Friday, if they want the entire week off.

**AUGUST 2023-JULY 2024 YEAR ROUND HOURLY & SUBSTITUTE PAYROLL SCHEDULE**

PAY DATE	PAY PERIOD	TIME SHEET DUE DATE
9/8/23	8/12/23-8/25/23	8/29/23
9/22/23	8/26/23-9/8/23	9/12/23
10/6/23	9/9/23-9/22/23	9/26/23
10/20/23	9/23/23-10/6/23	10/10/23
11/3/23	10/7/23-10/20/23	10/24/23
11/17/23	10/21/23-11/3/23	11/7/23
12/1/23	11/4/23-11/17/23	11/21/23
12/15/23	11/18/23-12/1/23	12/5/23
12/29/23 (Over Christmas Break) ***	12/2/23-12/15/23	12/19/23
1/12/24	12/16/23-12/29/23	1/2/24
1/26/24	12/30/23-1/12/24	1/16/24
2/9/24	1/13/24-1/26/24	1/30/24
2/23/24	1/27/24-2/9/24	2/13/24
3/8/24	2/10/24-2/23/24	2/27/24
3/22/24	2/24/24-3/8/24	3/12/24
4/5/24	3/9/24-3/22/24	3/26/24
4/19/24	3/23/24-4/5/24	4/9/24
5/3/24	4/6/24-4/19/24	4/23/24
5/17/24	4/20/24-5/3/24	5/7/24
5/31/24	5/4/24-5/17/24	5/21/24
6/13/24 (Early for 6/14/24)	5/18/24-5/31/24	6/4/24
6/27/24 (Early for 6/28/24) ***	6/1/24-6/14/24	6/18/24
7/11/24 (Early for 7/12/24)	6/15/24-6/28/24	7/2/24
7/25/24 (Early for 7/26/24)	6/29/24-7/12/24	7/16/24
8/9/24	7/13/24-7/26/24	7/30/24
8/23/24	7/27/24-8/9/24	8/13/24
***INDICATES THIRD BW*** Dates highlighted in yellow are EARLY pay dates		

Time sheets are due to payroll by noon the Tuesday following the last day of the pay period. Only time sheets that have been submitted electronically by the employee and supervisor will be accepted.

**Please double check the time sheet at the time of submission. When the employee and supervisor submit the time sheet, they are acknowledging that the time reported is correct.**

**HOURLY HOLIDAY SCHEDULE JULY 2023 – JULY 2024**

Fourth of July	7/4/2023
Labor Day	9/4/2023
Thanksgiving	11/23/2023 and 11/24/2023
Christmas	12/25/2023
New Years	1/1/2024
Martin Luther King	1/15/2024
President's Day	2/19/2024
Good Friday	3/29/2024
Memorial Day	5/27/2024
Fourth of July	7/4/2024

**Four Ten Hour Days are scheduled for Fall Break, Spring Break, June and July.**  
**2023/2024 MONTHLY TIME SHEET/COMP SCHEDULE**

REPORT DAYS	DUE BY	POSTED BY
6/24/23-7/28/23	8/8/23	8/18/23
7/29/23-8/25/23	9/8/23	9/20/23
8/26/23-9/22/23	10/2/23	10/13/23
9/23/23-10/27/23	11/8/23	11/17/23
10/28/23-11/24/23	12/8/23	12/20/23
11/25/23-12/29/23	1/8/24	1/19/24
12/30/23-1/26/24	2/8/24	2/20/24
1/27/24-2/23/24	3/8/24	3/20/24
2/24/24-3/29/24	4/8/24	4/19/24
3/30/24-4/26/24	5/8/24	5/20/24
4/27/24-5/24/24	6/7/24	6/20/24
5/25/24-6/28/24	7/8/24	7/18/24
6/29/24-7/26/24	8/8/24	8/20/24

All salary non-exempt employees must work the required amount of hours (37.5) each week. If they do not have the required hours, they must submit time off for personal or dock time.

All salary non-exempt employees that work over 37.5 hours in a week are eligible for comp time, to be earned at the following rates:

- Hours worked from 37.5-40 will accrue straight comp time;
- Hours worked over 40 will accrue 1.5 comp time.

Comp time will NOT be posted unless it is submitted by the employee and the supervisor.

To stay in compliance:

ALL salary non-exempt employees are required to be on the clock for every job or duty they perform. It is the responsibility of the employee to make sure that they are clocked in on the correct pay code for the duties being performed.

HISD work weeks begin on Saturday and end on Friday at midnight.

Please email or call Payroll if you have any questions.  
(903) 668-5990, ext. 5026  
[Payroll@hisd.com](mailto:Payroll@hisd.com)

### 2023/2024 BLENDED RATE OF PAY

Report Days	Paid In
6/24/23-7/28/23	AUGUST
7/29/23-8/25/23	SEPTEMBER
8/26/23-9/22/23	OCTOBER
9/23/23-10/27/23	NOVEMBER
10/28/23-11/24/23	DECEMBER
11/25/23-12/29/23	JANUARY
12/30/23-1/26/24	FEBRUARY
1/27/24-2/23/24	MARCH
2/24/24-3/29/24	APRIL
3/30/24-4/26/24	MAY
4/27/24-5/24/24	JUNE
5/25/24-6/28/24	JULY
6/29/24-7/26/24	AUGUST

Employees that receive a blended rate of overtime pay for working two or more jobs that require more than 40 hours of work in a week will be paid on the schedule shown above.

Blended Overtime Example #1		
Job #1 \$10 per hour 40 hours worked <b>Total pay Job #1: \$400</b>	Job #2 \$15 per hour 5 hours worked <b>Total pay Job #2: \$75</b>	45 total hours worked <b>Total Pay before OT: \$475</b> \$475 / 45 hours=\$10.55 overtime rate
5 total overtime hours X 1.5 = 7.5 X \$10.55		
<b>Total Overtime Pay = \$79.13</b>		
<b>Grand Total Pay for Week = \$554.13</b>		

Blended Overtime Example #2		
Job #1 \$10 per hour 45 hours worked <b>Total pay Job #1: \$450</b>	Job #2 \$15 per hour 10 hours worked <b>Total pay Job #2: \$150</b>	55 total hours worked <b>Total Pay before OT: \$600</b> \$600 / 55 hours=\$10.91 overtime rate
15 total overtime hours X 1.5 = 22.5 X \$10.91		
<b>Total Overtime Pay = \$245.48</b>		
<b>Grand Total Pay for Week = \$845.48</b>		

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