

Beginning from 2024-25 Handbook, Page 78 (Paychecks Section)

The schedule of pay dates for the 2025-2026 school year follows:

Monthly Payroll Schedule		
Wednesday, August 20, 2025	Friday, December 19, 2025	Monday, April 20, 2026
Friday, September 19, 2025	Tuesday, January 20, 2026	Wednesday, May 20, 2026
Monday, October 10, 2025	Friday, February 20, 2026	Thursday, June 18, 2026
Thursday, November 20, 2025	Friday, March 13, 2026	Monday, July 20, 2026

2025-2026 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 6th day of the month.

MONTHLY CONTRACT PAY DATES
Thursday, July 17, 2025
Wednesday, August 20, 2025
Friday, September 19, 2025
Monday, October 10, 2025
Thursday, November 20, 2025
Friday, December 19, 2025
Tuesday, January 20, 2026
Friday, February 20, 2026
Friday, March 13, 2026
Monday, April 20, 2026
Wednesday, May 20, 2026
Thursday, June 18, 2026
Monday, July 20, 2026

IMPORTANT DATES & HOLIDAYS	
8/12/25	First Day for Students
9/1/25	Labor Day Holiday
10/13/25-10/17/25	Fall Break
10/20/25	Student Holiday/Staff Work Day
11/24/25-11/28/25	Thanksgiving Break
12/19/25	Early Release
12/22/25-1/2/26	Christmas Break
1/5/26-1/6/26	Student Holidays/Staff Work Days
1/7/26	First Day Back for Students-2 nd Sem.
1/19/26	Martin Luther King, Jr. Holiday
2/13/26	Student Holiday/Staff Work Day
2/16/26	President's Day Holiday
3/16/26-3/20/26	Spring Break
4/3/26	Good Friday Holiday
5/21/26	Early Release/Last Day for Students
5/22/26	Staff Work Day
5/22/26	Graduation
5/25/26	Memorial Day Holiday
5/26/26 & 5/27/26	Staff Bad Weather Days

******Please note:**

226 Employees are scheduled off for all breaks except Fall Break and July 4th week. If the employee wants to be off these weeks, they would need to enter 2 personal days for Monday through Tuesday, June 30-July 1, 2025, and they would need to enter 5 personal days for October 13-17, 2025 for Fall Break.

245 Employees are scheduled to work 3 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 4th week, they would be required to enter 4 days for Monday-Thursday, if they want the entire week off.

AUGUST 2025-JULY 2026 YEAR-ROUND HOURLY & SUBSTITUTE PAYROLL SCHEDULE

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

Time sheets are due to payroll by noon the Monday 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 2025 – JULY 2026

Fourth of July	7/4/2025
Labor Day	9/1/2025
Thanksgiving	11/27/2025 and 11/28/2025
Christmas	12/24/2025 and 12/25/2025
New Years	1/1/2026
Martin Luther King	1/19/2026
Good Friday	4/3/2026
Memorial Day	5/25/2026
Fourth of July	7/3/2026

Four Ten Hour Days are scheduled for Fall Break, Spring Break, June and July.

2025/2026 MONTHLY TIME SHEET/COMP SCHEDULE

REPORT DAYS	DUE BY	POSTED BY
6/28/25-7/25/25	8/6/25	8/20/25
7/26/25-8/22/25	9/5/25	9/19/25
8/23/25-9/19/25	9/29/25	10/10/25
9/20/25-10/24/25	11/6/25	11/20/25
10/25/25-11/21/25	12/5/25	12/19/25
11/22/25-12/26/25	1/6/26	1/20/26
12/27/25-1/23/26	2/6/26	2/20/26
1/24/26-2/20/26	3/3/26	3/13/26
2/21/26-3/27/26	4/6/26	4/20/26
3/28/26-4/24/26	5/6/26	5/20/26
4/25/26-5/22/26	6/5/26	6/18/26
5/23/26-6/26/26	7/6/26	7/20/26
6/27/26-7/31/26	8/6/26	8/20/26

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

2025/2026 BLENDED RATE OF PAY

Report Days	Paid In
6/28/25-7/25/25	AUGUST
7/26/25-8/22/25	SEPTEMBER
8/23/25-9/19/25	OCTOBER
9/20/25-10/24/25	NOVEMBER
10/25/25-11/21/25	DECEMBER
11/22/25-12/26/25	JANUARY
12/27/25-1/23/26	FEBRUARY
1/24/26-2/20/26	MARCH
2/21/26-3/27/26	APRIL
3/28/26-4/24/26	MAY
4/25/26-5/22/26	JUNE
5/23/26-6/26/26	JULY
6/27/26-7/31/26	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 Total pay Job #1: \$400	Job #2 \$15 per hour 5 hours worked Total pay Job #2: \$75	45 total hours worked Total Pay before OT: \$475 \$475 / 45 hours=\$10.55 overtime rate
5 total overtime hours X 1.5 = 7.5 X \$10.55		
Total Overtime Pay = \$79.13		
Grand Total Pay for Week = \$554.13		

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

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