

The schedule of pay dates for the 2024-2025 school year follows:

<b>Monthly Payroll Schedule</b>		
Tuesday, August 20, 2024	Friday, December 20, 2024	Thursday, April 17, 2025
Friday, September 20, 2024	Friday, January 17, 2025	Tuesday, May 20, 2025
Friday, October 11, 2024	Thursday, February 20, 2025	Thursday, June 19, 2025
Wednesday, November 20, 2024	Friday, March 14, 2025	Thursday, July 17, 2025

**2024-2025 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.

<b>MONTHLY CONTRACT PAY DATES</b>
Thursday, July 18, 2024
Tuesday, August 20, 2024
Friday, September 20, 2024
Friday, October 11, 2024
Wednesday, November 20, 2024
Friday, December 20, 2024
Friday, January 17, 2025
Thursday, February 20, 2025
Friday, March 14, 2025
Thursday, April 17, 2025
Tuesday, May 20, 2025
Thursday, June 19, 2025
Thursday, July 17, 2025

<b>IMPORTANT DATES &amp; HOLIDAYS</b>	
8/13/24	First Day for Students

9/2/24	Labor Day Holiday
10/14/24-10/18/24	Fall Break
10/21/24	Student Holiday/Staff Work Day
11/25/24-11/29/24	Thanksgiving Break
12/20/24	Early Release
12/23/24-1/3/25	Christmas Break
1/6/25-1/7/25	Student Holidays/Staff Work Days
1/8/25	First Day Back for Students-2 <sup>nd</sup> Sem.
1/20/25	Martin Luther King, Jr. Holiday
2/14/25	Student Holiday/Staff Work Day
2/17/25	President's Day Holiday
3/17/25-3/21/25	Spring Break
4/18/25	Good Friday Holiday
5/22/25	Early Release/Last Day for Students
5/23/25	Staff Work Day
5/23/25	Graduation
5/26/25	Memorial Day Holiday
5/27/25 & 5/28/25	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 2 personal days for Monday through Tuesday, July 1-2, 2024, and they would need to enter 5 personal days for October 14-18, 2024 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 4<sup>th</sup> week, they would be required to enter 4 days for Monday-Wednesday, and Friday, if they want the entire week off.

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

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 2024 – JULY 2025

Fourth of July	7/4/2024
Labor Day	9/2/2024
Thanksgiving	11/28/2024 and 11/29/2024
Christmas	12/25/2024
New Years	1/1/2025
Martin Luther King	1/20/2025
President's Day	2/17/2025
Good Friday	4/18/2025
Memorial Day	5/26/2025
Fourth of July	7/4/2025

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

#### **2024/2025 MONTHLY TIME SHEET/COMP SCHEDULE**

REPORT DAYS	DUE BY	POSTED BY
6/29/24-7/26/24	8/8/24	8/20/24
7/27/24-8/23/24	9/6/24	9/20/24
8/24/24-9/20/24	9/30/24	10/11/24
9/21/24-10/25/24	11/8/24	11/20/24
10/26/24-11/22/24	12/6/24	12/20/24
11/23/24-12/27/24	1/7/25	1/17/25
12/28/24-1/24/25	2/7/25	2/20/25
1/25/25-2/21/25	3/3/25	3/14/25
2/22/25-3/28/25	4/7/25	4/17/25
3/29/25-4/25/25	5/8/25	5/20/25
4/26/25-5/23/25	6/6/25	6/19/25
5/24/25-6/27/25	7/7/25	7/17/25
6/28/25-7/25/25	8/8/25	8/20/25

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)

**2024/2025 BLENDED RATE OF PAY**

Report Days	Paid In
6/29/24-7/26/24	AUGUST
7/27/24-8/23/24	SEPTEMBER
8/24/24-9/20/24	OCTOBER
9/21/24-10/25/24	NOVEMBER
10/26/24-11/22/24	DECEMBER
11/23/24-12/27/24	JANUARY
12/28/24-1/24/25	FEBRUARY
1/25/25-2/21/25	MARCH
2/22/25-3/28/25	APRIL
3/29/25-4/25/25	MAY
4/26/25-5/23/25	JUNE
5/24/25-6/27/25	JULY
6/28/25-7/25/25	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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