

ANNUALIZED PAY AND THE 2021-2022 PAY SCHEDULE

The district annualizes pay for all employees over 12 months regardless of the number of months employed during the school year if you work all days required in your assigned calendar. **If you start your calendar mid-year, your salary will be annualized for the remaining months in the calendar.** Annualized pay means employees will be paid in equal monthly payments beginning with the first pay period of the calendar assigned each school year. **The pay schedule below applies to additional hours worked outside of those required by the assigned calendar, hours missed from those required by the assigned calendar, and extra duty jobs worked which are not tied to your primary assignment/calendar.** Examples of Extra Duty jobs could be ball game workers, after school tutorials, strength and conditioning, and registration just to name a few. If you are an employee that is not assigned a calendar, such as a Temporary Employee or Substitute, then you will be paid according to the pay schedule below.

2021 2022 Pay Periods (Once a month payroll)

Payperiod Begin	Payperiod End	Pay Date	Central Office Deadline for Processing
7/24/2021	8/27/2021	9/24/2021	9/3/2021
8/28/2021	9/24/2021	10/25/2021	10/1/2021
9/25/2021	10/22/2021	11/19/2021	10/29/2021
10/23/2021	11/26/2021	12/17/2021	12/3/2021
11/27/2021	12/24/2021	1/21/2022	1/7/2022
12/25/2021	1/21/2022	2/25/2022	1/28/2022
1/22/2022	2/18/2022	3/25/2022	2/25/2022
2/19/2022	3/25/2022	4/25/2022	4/4/2022
3/26/2022	4/22/2022	5/25/2022	4/29/2022
4/23/2022	5/27/2022	6/23/2022	6/3/2022
5/28/2022	6/24/2022	7/25/2022	7/4/2022
6/25/2022	7/22/2022	8/25/2022	8/1/2022

If you are classified as a 12 month employee, your annualized pay will be paid July through June. This includes calendars with 226 – 237 days.

If you are classified as an 11 month employee, your annualized pay will be paid August through July. This includes calendars with 225 - 198 days.

If you are classified as a 10 month employee, your annualized pay will be paid September through August. This includes calendars with less than 197 days.

If you do not know what calendar you are assigned, please contact Pine Tree ISD Human Resources Department.