

Semi-Monthly Payroll

What you need to Know



Who is affected by this change?

- ALL Austin ISD employees.

This includes full-time, part-time and substitutes.



Will my total annual pay change?

- **No. The change to semi-monthly pay will have NO impact on the annual pay for employees. Regardless of the pay schedule, the employee will receive the same amount of pay yearly.**
- **The primary difference is the gross amount of each check and how frequently employees are paid.** *(see slides 4 & 5 for examples)*



What is Semi-monthly Payroll?

- A semi-monthly pay cycle occurs twice per month.
 - 15th of each month, and
 - the last business day of the month
- Semi-monthly pay has 24 paychecks each school year, versus the current pay frequency of 12 or 26 paychecks each school year.
- If either of the 15th or the last business day of the month fall on a weekend or bank holiday, the pay date will be on the preceding business day.



Bi-Weekly vs Semi-Monthly

Bus Drivers, Food Service, Police, Custodians, etc.

Bi-Weekly

26 Checks

Paid every other Friday

	Check #1	Check #2	Total for Month
Gross	\$ 1,920.16	\$ 1,920.16	\$ 3,840.32
Fed W/H	\$ (168.22)	\$ (168.22)	\$ (336.44)
Soc Sec	\$ (118.54)	\$ (118.54)	\$ (237.08)
Medicare	\$ (27.72)	\$ (27.72)	\$ (55.44)
TRS	\$ (153.61)	\$ (153.61)	\$ (307.22)
TRS INS	\$ (12.48)	\$ (12.48)	\$ (24.96)
Med/Dent	\$ (4.13)	\$ (4.13)	\$ (8.26)
Ann 457	\$ (42.00)	\$ (42.00)	\$ (84.00)
Net	\$ 1,393.46	\$ 1,393.46	\$ 2,786.92

Semi-Monthly

24 Checks

15th and last day of month

	Check #1	Check #2	Total for Month
Gross	\$ 1920.16	\$ 1920.16	\$ 3840.32
Fed W/H	\$ (165.50)	\$ (165.50)	\$ (331.00)
Soc Sec	\$ (118.54)	\$ (118.54)	\$ (237.08)
Medicare	\$ (27.72)	\$ (27.72)	\$ (55.44)
TRS	\$ (153.61)	\$ (153.61)	\$ (307.22)
TRS INS	\$ (12.48)	\$ (12.48)	\$ (24.96)
Med/Dent	\$ (4.13)	\$ (4.13)	\$ (8.26)
Ann 457	\$ (42.00)	\$ (42.00)	\$ (84.00)
Net	\$ 1,396.18	\$ 1,396.18	\$ 2,792.36

Notes:

- W4s with extra withholding will need to be adjusted for number of pay cycles (submit new W4 to Payroll Office by 6/1/2023)

Monthly vs Semi-Monthly

Teachers, Nurses, Counselors, Administrators, Classified, etc.

Monthly

12 Checks

Paid on last business day of month

	Monthly
Gross	\$ 4,370.45
Fed W/H	\$ (326.20)
Soc Sec	\$ (265.97)
Medicare	\$ (62.20)
TRS	\$ (349.64)
TRS INS	\$ (28.41)
Med/Dent	\$ (80.62)
Net	\$ 3,257.41

Semi-Monthly

24 Checks

Paid on 15th and last business day of month

	Check #1	Check #2	Total for Month
Gross	\$ 2,185.23	\$ 2,185.23	\$ 4,370.46
Fed W/H	\$ (158.26)	\$ (158.26)	\$ (316.52)
Soc Sec	\$ (130.49)	\$ (130.49)	\$ (260.98)
Medicare	\$ (30.52)	\$ (30.52)	\$ (61.04)
TRS	\$ (174.82)	\$ (174.82)	\$ (349.64)
TRS INS	\$ (14.20)	\$ (14.20)	\$ (28.40)
Med/Dent	\$ (40.31)	\$ (40.31)	\$ (80.62)
Net	\$ 1,636.63	\$ 1,636.63	\$ 3,273.26

Notes:

- W4s with extra withholding will need to be adjusted for number of pay cycles (Submit new W4 to Payroll Office by 6/1/2023)

Why is Austin ISD converting to Semi-Monthly?

Austin ISD wants consistency on pay dates for all employees. In order to achieve this it was determined that all employees move to a pay schedule that is more consistent for all employees.

- **Consistency:** Employees can schedule credit card payments, rent or mortgage expenses, and other consistent payments based on the dates employees get their paycheck each month.
- **Deductions:** It can be easier for employees to calculate monthly deductions from their paychecks, since every month results in the same number of paychecks with a semi-monthly schedule.
- Semi-monthly pay is by far one of the most utilized payment methods for employees.
- Semi-monthly provides an added level of comfort & security because employees are able to receive a consistent income on a more frequent basis.
- There will no longer be six weeks between checks in December/January time frame.



Effective Date by Calendar - Monthly Employees

Semi-Monthly Pay Date Start July 14, 2023

- All Central Office and year-around staff



Effective Date by Calendar - Monthly Employees

Semi-Monthly Pay Date Start August 15, 2023

- **Staff returning to campuses in August
(Teachers, Teachers Assistants,
Counselors, and Librarians)**



Can I opt out of this change?

- **No. All staff will transition to semi-monthly effective the 2023-2024 school year.**



How will this change affect my tax withholdings?

- This change will not increase the amount of your federal tax withholdings. The payroll system will calculate and deduct taxes based on a semi-monthly payroll frequency. This change will be automatic.
- However, if you have elected to make additional withholdings, you will need to manually change to one-half of the current amount of additional withholdings on your W4 (line 4c).



2023-2024 Semi-Monthly Pay Dates

Pay Period

7/1-7/7 July 14, 2023
7/22-8/4 August 15, 2023
8/19-9/1 September 15, 2023
9/16-9/29 October 13, 2013
10/14-10/27 November 15, 2023
*11/11-12/1 December 15, 2023
12/16-12/29 January 12, 2024
*1/13-2/2 February 15, 2024
2/17-3/1 March 15, 2024
3/16-3/29 April 15, 2024
*4/13-5/3 May 15, 2024
5/18-5/31 June 14, 2024

Pay Period

7/8 -7/21 July 31, 2023
8/5-8/18 August 31, 2023
9/2-9/15 September 29, 2023
9/30-10/13 October 31, 2013
10/28-11/10 November 30, 2023
12/2-12/15 December 29, 2023
12/30-1/12 January 31, 2024
2/3-2/16 February 29, 2024
3/2-3/15 March 29, 2024
3/30-4/12 April 30, 2024
5/4-5/17 May 31, 2024
6/1-6/14 June 28, 2024

***3 Week Pay Period**



Helpful Information

Payroll website: www.austinisd.org/budget/payoll or [Let's Talk](#)

Payroll Email: payroll-finance@austinisd.org or 512-414-1734

Foundation 99: www.foundation99.org or (888) 599-4245



Questions?



Thank you!

