

# STILLWATER PUBLIC SCHOOLS SUPPORT PAYROLL INFORMATION

## **Pay Periods:**

Payroll is released on the last day of the month. If that day falls on a weekend or holiday, payroll is released the last working day of the month based on the 260-day calendar. A list of pay dates and the adjustment schedule can be found on the Finance page of the school website.

## **How your monthly salary is calculated for 9/10/11 month employees:**

Your annual salary is calculated as described below:

Hourly rate x hours per day x contracted days per year

$\$12.03 \times 7.0 \times 175 = \$14,736.75$

Annual Salary is then divided over 12 months

$\$14,736.75 / 12 = \$1,228.06/\text{month}$  to be paid 8/31 - 7/31

If your employment begins after the school year has begun, your expected salary for the remainder of the school year will be divided by the number of pay dates left in the school year with the last check paid on 7/31.

## **How your monthly salary is calculated for 12 month employees:**

Your annual salary is calculated as described below:

Hourly rate x hours per day x contracted days per year

$\$11.63 \times 8.0 \times 260 = \$24,190.40$

Annual Salary is then divided over 12 months

$\$24,190.40 / 12 = \$2,015.87/\text{month}$  to be paid 7/31 - 6/30

For 12-month employees, the salary you receive on the last day of the month, is close to what is expected for you to earn in the previous month. For example, salary paid on July 31st is close to what is expected for you to earn in July. If you begin mid- month, you will receive a prorated amount based on the number of contracted days.

## **Payroll Adjustments:**

Each month, I will compare your worked hours with your contracted hours and adjustments will be made for any time over or under your contracted hours. I want to emphasize, this is only the schedule for adjustments to contracted hours, not pay dates.

## **Payroll Changes:**

Any changes that need to be made for taxes, direct deposit, or address will need to be made in TalentEd Records under the blank docs tab. Name changes will require an updated copy of your social security card.

## **Teacher Retirement:**

All support employees employed for 20 or more hours per week may participate in the Oklahoma Teachers' Retirement System (OTRS), and they would have 30 days from their initial hire date to make a one-time irrevocable election to opt in or opt out of participation in OTRS. Should no election be made, employees will be deemed to participate. Finally, employees who opt out will be ineligible for any future participation, unless hired in a classified position, but in that event would not be eligible for prior service credit. When you join teacher retirement, 7% of your salary is remitted to the retirement system in Oklahoma City. An additional 9.5% of your salary is paid by the school district as the employer's fee. OTRS contact information: 1-877-738-6365, [www.ok.gov/TRS/](http://www.ok.gov/TRS/). TRS member portal registration: [www.myotrs.trs.ok.gov](http://www.myotrs.trs.ok.gov)

# PAYROLL DATES

## 2023-2024

ADJ DATES FOR FT  
EMPLOYEES  
PAY DATES FOR HOURLY,  
SUBS

PAY DATE			
JULY 31	07/01/23	-	07/15/23
AUGUST 31	07/16/23	-	08/12/23
SEPTEMBER 29	08/13/23	-	09/09/23
OCTOBER 31	09/10/23	-	10/07/23
NOVEMBER 30	10/08/23	-	11/04/23
DECEMBER 29	11/05/23	-	12/02/23
JANUARY 31	12/03/23	-	01/13/24
FEBRUARY 29	01/14/24	-	02/10/24
MARCH 29	02/11/24	-	03/09/24
APRIL 30	03/10/24	-	04/13/24
MAY 30	04/14/24	-	05/11/24
JUNE 27	05/12/24	-	06/15/24
JULY 31	06/16/24	-	06/30/24