# PATTONVILLE SCHOOL DISTRICT

# ANNUALIZED PAY

## 1 OVERVIEW OF THE ANNUALIZED PAY SYSTEM

The Pattonville School District utilizes an annualized pay system to provide our hourly staff with a consistent, reliable income. Under this model, your total annual wages are distributed evenly over **24 pay** periods, ensuring you receive a predictable paycheck every two weeks ***as long as you work your scheduled work hours*** during a given pay period.

## 2 SALARY CALCULATION FORMULA

The Payroll Department converts your hourly wage into an annualized gross pay figure. While your base pay is annualized, please note that any additional wages you earn—such as extra pay, straight time, or overtime—are paid in addition to your base amount on the normal bi-weekly payroll cycle.

We use the following formula to determine your gross pay:

Hourly Wage × Daily Hours × Work Days ÷ 24 Paychecks = Bi-weekly Gross Pay

| CALCULATION EXAMPLE | |
|---|---|
| Hourly Wage | $22.00 |
| Daily Hours Worked | 8 |
| Calendar Work Days | 220 |
| **Annual Salary ( $22.00 x 8 x 220 )** | **$38,720.00** |
| **Bi-weekly Gross Pay ( $38,720.00 / 24 )** | **$1,613.33** |

### PRIMARY BENEFITS OF THIS SYSTEM:

**CONSISTENT INCOME:** You can rely on steady pay cycles every two weeks throughout the entire year.

**BREAK PROTECTION:** Your income remains stable during fall, winter, and spring breaks; there is no reduction in pay when school is not in session.

**INCLEMENT WEATHER SECURITY:** If a snow day is called, the Payroll Department ensures you are paid for that time immediately. You do not have to wait for make-up days to receive your wages.

**SUMMER COVERAGE:** To ensure continuous income during the summer months, we issue multiple checks at the end of the school year. This "Summer Payout" provides financial security until staff return for the new term.

## 3 2026-2027 PAYCHECK SCHEDULES

Staff members paid bi-weekly will receive 24 annualized paychecks. Your specific work calendar determines the timing of your first and last checks. To support your summer months, the final June deposit includes multiple checks as part of your summer coverage.

| WORK CALENDAR | FIRST CHECK DATE | LAST CHECK DATE |
|---|---|---|
| 205/210/ 220 Day | 8/14/26 | 2 checks 6/17/27 |
| 191/193/ 195 Day | 2 checks 8/28/26 | 3 checks 6/4/27 |

## 4 DEDUCTIONS AND NET PAY

We determine your net pay by taking the bi-weekly gross pay and subtracting required and voluntary deductions. These include federal and state taxes, FICA, Medicare, retirement contributions, and any voluntary benefits you have selected.

## 5 RESOURCES AND SUPPORT

To identify which work calendar corresponds to your specific position, please refer to the work calendar provided by Human Resources or use the following instructions to locate it on the district website:

1. Navigate to www.psdr3.org.
2. Click on "Departments" in the upper right-hand corner.
3. Select "Human Resources" from the menu.
4. Scroll to the bottom of the page and click title [illegible] Calendars."




**CONTACT INFORMATION:**
If you have additional questions regarding your pay or the annualized system, our office is here to help:

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