

Frequently Asked Questions – Semi-monthly Pay Cycles

Why is Austin ISD transitioning to semi-monthly Pay Cycles?

Traditionally, Austin ISD has paid a group of employees on a Biweekly basis while other employees were paid on a Monthly basis. For consistency, it was determined that bringing all employees into one pay cycle (Semi-monthly) would be best for the District.

What does semi-monthly mean for AISD pay dates?

Austin ISD pay dates will occur twice per month, on the 15th and last business day of the month. If either the 15th or last business day of the month lands on the weekend or a bank holiday, the pay date will be moved to the preceding business day. For example, if the 15th of the month is a Saturday, the pay date will be the 14th of the month.

Will the workweek change with the semi-monthly pay cycle, and will it affect overtime calculations?

No, Austin ISD currently has a workweek that begins on Saturday and runs through the following Friday. This workweek will not change, and all overtime will be paid based on the pay periods corresponding to the pay dates.

How will benefit deductions occur?

Premiums for benefits will be deducted on each pay date at half of the total premium amount. For example, if a monthly premium is \$100, the deduction will be \$50 on the first check of the month and \$50 on the second check of the month.

Can I opt out of semi-monthly pay?

No, all Austin ISD employees will be paid on a semi-monthly pay cycle beginning 2023-2024 fiscal year.

Do I need to fill out a new W4 form with the change to semi-monthly pay cycle?

It is at the discretion of all employees to change their W4 information. However, we do suggest that if you have an additional withholdings amount (line 4c on W4), it could be advantageous to fill out a new W4 form and send to payroll-finance@austinisd.org if you are currently paid monthly. We are required to withhold additional withholdings amounts **per pay period**.

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As an employee paid biweekly, I used to receive 3 pay checks in certain months of the year, will that still occur?

No, however, you will receive paychecks with 3 week pay periods on one pay date. For example, hourly employees will receive 3 weeks of pay for the pay date of December 15, 2023, due to the 3 week pay period of November 11 – December 1. The December 29 paycheck will have 2 weeks' pay for the pay period of December 2 – December 15.

How will this change affect HSA deductions?

Deductions for HSA will occur on each pay date. The funds deducted for HSA will be remitted once a month, after the deduction on the second pay date of the month.