

La Feria Independent School District

Payroll Schedule

2023-2024

MONTHLY PAYROLL

Scheduled Pay Date	Period Beginning	Period Ending	Forms/Time Sheets Due Date
09/25/2023	07/30/2023	- 09/02/2023	09/08/2023
10/25/2023	09/03/2023	- 09/30/2023	10/06/2023
11/17/2023	10/01/2023	- 10/28/2023	11/03/2023
12/20/2023	10/29/2023	- 12/02/2023	12/08/2023
01/25/2024	12/03/2023	- 12/30/2023	01/05/2024
02/23/2024	12/31/2023	- 02/03/2024	02/09/2024
03/25/2024	02/04/2024	- 03/02/2024	03/08/2024
04/24/2024	03/03/2024	- 03/30/2024	04/05/2024
05/24/2024	03/31/2024	- 04/27/2024	05/03/2024
06/25/2024	04/28/2024	- 06/01/2024	06/07/2024
07/25/2024	06/02/2024	06/29/2024	07/12/2024
08/23/2024	06/30/2024	- 07/27/2024	08/02/2024

◇ All payroll calendar cut off dates shall be met accordingly.

◇ Work week begins Sunday 12:00 AM through Saturday 11:59 PM.

◇ Any work-related injuries MUST be reported immediately to Supervisor, Campus Nurse, and the Worker's Compensation Representative located at the Business Office.

◇ Payroll Direct Deposit is available to all employees. Forms are available online in the Business Office website.

◇ All employees must maintain updated personal information (e.g. name, address, phone number, W-4, payroll deductions) with the Payroll Department. These changes will affect your IRS W-2, Teacher Retirement System, and health insurance.

◇ La Feria I.S.D. does not deduct FICA (Social Security) taxes since the district participates in TRS. The school district provides a FICA Alternative Retirement Plan for all non-TRS members such as substitutes and temporary employees (except retired teachers). An enrollment form will need to be completed and submitted to the Payroll Department.

◇ For non-exempt employees, time sheets, absences, and overtime MUST be approved by Supervisor.

◇ Employee must submit time sheets first, and then Supervisor must approve time sheets.

◇ Time sheets MUST be approved by due date to process payroll timely. Any time sheets submitted AFTER due date will be processed in following scheduled payroll.

Business Manager

Maggie Cantu

Maggie.Cantu@laferiaisd.org

Ext. 8310

Accounting Clerk

Mirna Martinez

Mirna.Martinez@laferiaisd.org

Ext. 8309

Business Office Phone #: (956) 797-8310 • Hours: Monday - Friday, 8:00 AM - 5:00 PM • Fax #: (956) 797-3737

Monthly payroll dates are subject to change. Employees will be notified of any payroll date changes.