

La Feria Independent School District
Payroll Schedule
2023-2024

CAFÉ BI-WEEKLY PAYROLL

Scheduled Pay Date	Period Beginning	Period Ending	Time Sheets Due Date
09/01/23	08/13/23 -	08/26/23	08/28/23
09/15/23	08/27/23 -	09/09/23	09/11/23
09/29/23	09/10/23 -	09/23/23	09/25/23
10/13/23	09/24/23 -	10/07/23	10/10/23
10/27/23	10/08/23 -	10/21/23	10/23/23
11/10/23	10/22/23 -	11/04/23	11/06/23
11/24/23	11/05/23 -	11/18/23	11/20/23
12/08/23	11/19/23 -	12/02/23	12/04/23
12/22/23	12/03/23 -	12/16/23	12/18/23
01/05/24	12/17/23 -	12/30/23	01/01/24
01/19/24	12/31/23 -	01/13/24	01/15/24
02/02/24	01/14/24 -	01/27/24	01/29/24
02/16/24	01/28/24 -	02/10/24	02/12/24
03/01/24	02/11/24 -	02/24/24	02/26/24
03/15/24	02/25/24 -	03/09/24	03/11/24
03/29/24	03/10/24 -	03/23/24	03/25/24
04/12/24	03/24/24 -	04/06/24	04/08/24
04/26/24	04/07/24 -	04/20/24	04/22/24
05/10/24	04/21/24 -	05/04/24	05/06/24
05/24/24	05/05/24 -	05/18/24	05/20/24
06/07/24	05/19/24 -	06/01/24	06/03/24
06/21/24	06/02/24 -	06/15/24	06/17/24
07/05/24	06/16/24 -	06/29/24	07/01/24
07/19/24	06/30/24 -	07/13/24	07/15/24
08/02/24	07/14/24 -	07/27/24	07/29/24
08/16/24	07/28/24 -	08/10/24	08/12/24

Business Manager

Maggie Cantu

Maggie.Cantu@laferiaisd.org

Ext. 8310

Accounting Clerk

Mirna Martinez

Mirna.Martinez@laferiaisd.org

Ext. 8309

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

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

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

• Time sheets, absences, and overtime MUST be approved by Supervisor.

• Employee must submit time sheet first, and then Supervisor must approve.

• Time sheets MUST be approved by due date in order to process payroll timely.

• Leave shall be recorded in hourly increments only (Except in accordance with provisions for intermittent leave with FMLA).

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

• 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, TRS (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 ineligible employees such as substitutes and temporary employees (except retired employees). An enrollment form will need to be completed and submitted to the Payroll Department.

Business Office Phone # (956) 797-8310

• Hours: Mon-Fri, 8:00 AM - 5:00 PM

• Fax # (956) 797-3737

Bi-Weekly payroll dates are subject to change. Bi-Weekly employees will be notified of any payroll date changes.