



Business & Financial Services

What You Need to Know
About Your Annualized Salary

Annualized Salary

1. What is an Annualized Salary?
 - An annualized salary is the estimated salary for a school year based on a daily or hourly rate of pay.
2. Employees affected by annualized salary
 - Professional staff
 - Paraprofessional (aides and clerical staff)
3. Why do we use the Annualized Salary Payment method?
 - To provide an opportunity for staff to receive a pre-set amount of gross pay per month throughout all 12 months of the year.
 - This payment method facilitates payment of your insurance and/or deductions through your paycheck all 12 months of the year.
 - For example, with an annualized salary, employees who work in a 10-month position receive a paycheck during the summer months even though they are not working.

Annualized Salary

Professional Staff - Calculation

How do you calculate the annualized salary for professional staff?

Information needed includes the following...:

- Daily rate of pay
- Number of compensated days based on your calendar of work days

(You may access the calendar of work days via the link below)

<http://www.desotoisd.org/cms/One.aspx?portalId=165774&pageId=299094>

The Process...

- Multiply your daily rate of pay by your compensated days
(this will give you your yearly rate of pay)
- Divide your yearly pay by the number of pay checks (12)
(this will give you your monthly rate of pay)

Example: Counselor

- Daily Rate = \$241.55
- $\$241.55 \times 207 \text{ days} = \$50,000.85$ annualized salary
- $\$50,000.85 / 12 \text{ paychecks} = \$4,166.74$ per month before taxes or other deductions

Annualized Salary Paraprofessional Staff - Calculation

How do you calculate the annualized salary for
paraprofessional staff?

Information needed includes the following...:

- Hourly rate
- Hours worked per day
- Daily rate
- Number of compensated days based on your calendar of work days

(You may access the calendar of work days via the link below)

<http://www.desotoisd.org/cms/One.aspx?portalId=165774&pageId=299094>

The Process...

- Multiply your Hourly rate of pay by your hours worked per day
(this will give you your DAILY rate of pay)
- Multiply your Daily rate of pay by your compensated days
(this will give you your yearly rate of pay)
- Divide your yearly pay by the number of pay checks (12)
(this will give you your monthly rate of pay before and deductions)

Example: Classroom Aide

- Hourly Rate = \$15.00
- Daily Rate = (\$15.00 X 7.5 hours) = \$112.50
- \$112.50 X 187 days = \$21,037.50 annualized salary
- \$21,037.50 / 12 paychecks = \$1,753.13 per month before taxes or other deductions

Annualized Salary

FREQUENTLY ASKED QUESTIONS

1. What is the basis for my annualized salary determination?
 - DeSoto ISD Board of Trustees adopts hiring schedules annually, which are used to determine salary for all employees.
2. Am I guaranteed to receive all of the annualized salary?
 - No, if you resign, you will be paid only for the total number of actual days that you worked in the school year at your daily or hourly rate of pay.
 - If you are absent from work without paid leave, you will be docked the appropriate amount of salary.
3. Will (can) my annualized salary increase during the school year?
 - Typically, the annualized salary will not increase unless your rate of pay (hourly or daily) or number of working days increases. However, you may receive supplemental pay such as stipends, extra duty pay, overtime, etc., as appropriate, in addition to your annualized salary.
4. How will my annualized salary be adjusted if I change positions in the district during the year?
 - The district will calculate a new annualized salary based on your new pay grade, daily or hourly rate and number of working days per school year.
 - The total annualized salary should be a combination of the salary earned in each position.