

# Pay Explanation



OFFICE OF BUSINESS SERVICES

## BASE PAY STRUCTURE

All Edna ISD employees are on a Annualized Base Pay structure.

**Base Pay** is the Daily rate multiplied by the Contract days. That total is then divided by 12 paychecks.



## BASE PAY EXPLAINED

**Example:** If my daily rate is \$100, I would multiply that by the number of contract days, which in most cases is 187, then divide it by 12 pay periods. Our formula would read:

$\$100 \times 187 \text{ days} = \$18,700$

Divide \$18,700 by 12 pay periods

Total = \$1558.33



## WHO TO CONTACT



Human Resources

- Service Records Request
  - Contracts
  - Personnel
- Email:** [mmares@ednaisd.org](mailto:mmares@ednaisd.org)  
**Phone:** 361.782.3573  
**Fax:** 361.781.1002



Payroll

- Salary Information
  - Benefits & Deductions (Cafeteria Plan & Annuities)
- Email:** [धारपर@ednaisd.org](mailto:धारपर@ednaisd.org)  
**Phone:** 361.782.3573  
**Fax:** 361.781.1002



Benefits

- Direct Deposit & W4 update
  - Court & Student Loan Orders (Withholding Earnings)
  - Verification of Employment
  - TimeClock set up (only hourly employees)
- Email:** [जवुलड्रिज@ednaisd.org](mailto:जवुलड्रिज@ednaisd.org)  
**Phone:** 361.782.3573  
**Fax:** 361.781.1002