

EDGEWOOD INDEPENDENT SCHOOL DISTRICT

M E M O R A N D U M

TO: ALL DISTRICT EMPLOYEES

**FROM: BETTY GALINDO
ACCOUNTING MANAGER**

**VIA: EDDIE RAMIREZ
CHIEF FINANCE & OPER. OFFICER**

RE: BI-WEEKLY & MONTHLY PAY SCHEDULES

DATE: October 2013

Below are the scheduled pay dates for bi-weekly and monthly personnel. These deadlines will be used for paying overtime and for charging leave to annualized employees. Please note that all bi-weekly and monthly corrections: for absences, missed punches, staff development/in-services, and jury duty pay must be completed by 10:00 a.m. on the due date for that pay period.

Timesheets are to be submitted on a weekly basis for the TimeClock Plus Time and Attendance System.

Due to strict banking schedules and the timesharing of the computer system we must adhere to these deadlines.

BI-WEEKLY SCHEDULE

<u>PAY DATE</u>	<u>PAY PERIOD</u>	<u>DUE DATE</u>
SEP 06 '13	08/17/13 Thru 08/30	SEP 03
SEP 20	08/31/13 Thru 09/13	SEP 16
OCT 04	09/14/13 Thru 9/27	SEP 30
OCT 18	09/28/13 Thru 10/11	OCT 14
NOV 01	10/12/13 Thru 10/25	OCT 28
NOV 15	10/26/13 Thru 11/08	NOV 11
NOV 29**	11/09/13 Thru 11/22	NOV 25
DEC 13	11/23/13 Thru 12/06	DEC 09
DEC 27**	12/07/13 Thru 12/20	JAN 06 '14
JAN 10 '14	12/21/13 Thru 01/03	JAN 06 '14
JAN 24	01/04/14 Thru 01/17	JAN 21
FEB 07	01/18/14 Thru 01/31	FEB 03
FEB 21	02/01/14 Thru 02/14	FEB 17
MAR 07	02/15/14 Thru 02/28	MAR 03
MAR 21	03/01/14 Thru 03/14	MAR 17
APR 04	03/15/14 Thru 03/28	MAR 31
APR 17	03/29/14 Thru 04/11	APR 14
MAY 02	04/12/14 Thru 04/25	APR 28
MAY 16	04/26/14 Thru 05/09	MAY 12
MAY 30	05/10/14 Thru 05/23	MAY 27
JUN 13*	05/24/14 Thru 06/06	JUN 09
JUN 27*	06/07/14 Thru 06/20	JUN 23
JUL 11*	06/21/14 Thru 07/04	JUL 07
JUL 25*	07/05/14 Thru 07/18	JUL 21
AUG 08	07/19/14 Thru 08/01	AUG 04
AUG 22	08/02/14 Thru 08/15	AUG 18

MONTHLY SCHEDULE

<u>PAY DATE</u>	<u>PAY PERIOD</u>	<u>DUE DATE</u>
SEP 20 '13	08/03/13 Thru 08/30	SEP 03
OCT 25	08/31/13 Thru 09/27	SEP 30
NOV 22	09/28/13 Thru 10/25	OCT 28
DEC 20	10/26/13 Thru 11/29	NOV 25
JAN 17 '14	11/30/13 Thru 12/27	JAN 06 '14
FEB 21	12/28/13 Thru 01/24	JAN 27
MAR 21	01/25/14 Thru 02/21	FEB 24
APR 24	02/22/14 Thru 03/28	MAR 31
MAY 23	03/29/14 Thru 04/25	APR 28
JUN 25*	04/26/14 Thru 05/23	MAY 27
JUL 25*	05/24/14 Thru 06/27	JUN 30
AUG 25	06/28/14 Thru 08/01	AUG 04

COMPOSITE REPORTS FOR EXTRA DUTY SUPPLEMENTS WILL BE PAID ON A MONTHLY BASIS. WORK DONE IN ONE MONTH WILL BE PAID THE FOLLOWING MONTH. SUPPLEMENT PAY WILL BE INCLUDED WITH THE REGULAR MONTHLY PAYCHECK.

***THE DUE DATES ARE SUBJECT TO CHANGE. PRINCIPALS/DIRECTORS WILL BE NOTIFIED OF ANY CHANGES.**

**** PAY DATES WILL BE PROJECTED DUE TO DISTRICT OFFICES BEING CLOSED.**

PLEASE NOTE: FOR ACCRUED EMPLOYEES, CUT OFF DATES ARE USED FOR O/T AND ABSENCE DEDUCTIONS.