EDGEWOOD INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO:

ALL PRINCIPALS & DEPARTMENT HEADS

DATE: August 2011

FROM:

BETTY GALINDO

ACCOUNTING MANAGER

RE:

BI-WEEKLY & MONTHLY PAY SCHEDULES

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

MONTHLY SCHEDULE

PAY DATE	PAY PERIOD	DUE DATE	PAY DATE	PAY PERIOD	DUE DATE	
			LATUALE	TATTEMOD	DOEDATE	
SEP 9 '11	08/20/11 Thru 09/02	SEP 02				
SEP 23	09/03/11 Thru 09/16	SEP 19	SEP 23 '11	08/06/11 Thru 09/02	SEP 02	
OCT 07	09/17/11 Thru 9/30	OCT 03	OCT 21	09/03/11 Thru 09/30	OCT 03	
OCT 21	10/01/11 Thru 10/14	OCT 17	NOV 18	10/01/11 Thru 10/28	OCT 31	
NOV 04	10/15/11 Thru 10/28	OCT 31	DEC 16	10/29/11 Thru 11/25	NOV 28	
NOV 18	10/29/11 Thru 11/11	NOV 14	JAN 20 '12	11/26/11 Thru 12/30	JAN 02 '12	
DEC 02	11/12/11 Thru 11/25	NOV 28	FEB 24	12/31/11 Thru 01/27	JAN 30	
DEC 16	11/26/11 Thru 12/09	DEC 12	MAR 23	01/28/12 Thru 02/24	FEB 27	
DEC 30**	12/10/11 Thru 12/23	JAN 02 '12	APR 26	02/25/12 Thru 03/30	MAR 26	
JAN 13 '12	12/24/11 Thru 01/06	JAN 09	MAY 25	03/31/12 Thru 04/27	APR 30	
JAN 27	01/07/12 Thru 01/20	JAN 23	JUN 22*	04/28/12 Thru 05/25	MAY 25	
FEB 10	01/21/12 Thru 02/03	FEB 05	JUL 27*	05/26/12 Thru 06/29	JUL 02	
FEB 24	02/04/12 Thru 02/17	FEB 20	AUG 17	06/30/12 Thru 08/03	AUG 06	
MAR 09	02/18/12 Thru 03/02	MAR 05				
MAR 23	03/03/12 Thru 03/16	MAR 19	COMPOSITE REPORTS FOR EXTRA DUTY SUPPLEMENTS WILL BE PAID ON A MONTHLY BASIS. WORK DONE IN ONE MONTH WILL BE PAID THE FOLLOWING MONTH.			
APR 06	03/17/12 Thru 03/30	APR 02				
APR 20	03/31/12 Thru 04/13	APR 16				
MAY 04	04/14/12 Thru 04/27	APR 30		SUPPLEMENT PAY WILL BE INCLUDED WITH THE		
MAY 18	04/28/12 Thru 05/11	MAY 14	1	REGULAR MONTHLY PAYCHECK.		
JUN 01	05/12/12 Thru 05/25	MAY 25	TAZGOZAK III	ALGGER MONTHET PATOREGY.		
JUN 15*	05/26/12 Thru 06/08	JUN 11				
JUN 29 **	06/09/12 Thru 06/22	JUN 25	,	*THE DUE DATES ARE SUBJECT TO CHANGE. PRINCIPALS/DIRECTORS WILL BE NOTIFIED OF ANY		
JUL 13*	06/23/12 Thru 07/06	JUL 09	CHANGES.			
JUL 27*	07/07/12 Thru 07/20	JUL 23	** BAY DATE	** DAV DATES WILL BE DECLECTED DUE TO CICTURE		
AUG 10	07/21/12 Thru 08/03	AUG 06		** PAY DATES WILL BE PROJECTED DUE TO DISTRICT OFFICES BEING CLOSED.		
AUG 24	08/04/11 Thru 08/17	AUG 20	PLEASE NOTE: FOR ACCRUED EMPLOYEES, CUT OFF DATES ARE USED FOR O/T AND ABSENCE DEDUCTIONS.			

mlg/pay schedule 2011 - 2012