

# Edgewood Independent School District

## MEMORANDUM

**DATE:** July 17, 2019

**TO:** All District Employees

**FROM:** Betty Galindo *Malindo*  
Accounting Manager

**VIA:** Jose Keubke *Malindo*  
Executive Director - Business & Finance

**RE:** 2019 - 2020 Bi-Weekly and 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.

Time must be approved 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		
Pay Date	Pay Period	Due Date
SEP 13, 2019	08/24/2019 thru 09/06	SEPT 9th
SEP 27, 2019	09/07/2019 thru 09/20	SEPT 23rd
OCT 11, 2019	09/21/2019 thru 10/04	OCT 7th
OCT 25, 2019	10/05/2019 thru 10/18	OCT 21st
NOV 8, 2019	10/19/2019 thru 11/01	NOV 4th
NOV 22, 2019	11/02/2019 thru 11/15	NOV 18th
DEC 6, 2019	11/16/2019 thru 11/29	DEC 2nd
DEC 20, 2019	11/30/2019 thru 12/13	DEC 16th
*JAN 3, 2020	12/14/2019 thru 12/27	DEC 18th
JAN 17, 2020	12/28/2019 thru 01/10	JAN 13th
JAN 31, 2020	01/11/2020 thru 01/24	JAN 27th
FEB 14, 2020	01/25/2020 thru 02/07	FEB 10th
FEB 28, 2020	02/08/2020 thru 02/21	FEB 24th
*MAR 13, 2020	02/22/2020 thru 03/06	MAR 2nd
MAR 27, 2020	03/07/2020 thru 03/20	MAR 23rd
APR 9, 2020	03/21/2020 thru 04/03	APR 6th
APR 23, 2020	04/04/2020 thru 04/17	APR 20th
MAY 8, 2020	04/18/2020 thru 05/01	MAY 4th
MAY 22, 2020	05/02/2020 thru 05/15	MAY 18th
JUN 5, 2020	05/16/2020 thru 05/29	JUN 1st
JUN 19, 2020	05/30/2020 thru 06/12	JUN 15th
*JUL 3, 2020	06/13/2020 thru 06/26	JUN 29th
JUL 17, 2020	06/27/2020 thru 07/10	JUL 13th
JUL 31, 2020	07/11/2020 thru 07/24	JUL 27th
AUG 14, 2020	07/25/2020 thru 08/07	AUG 10th
AUG 28, 2020	08/08/2020 thru 08/21	AUG 24th

MONTHLY SCHEDULE		
Pay Date	Pay Period	Due Date
SEP 20, 2019	07/27/2019 thru 08/30	SEPT 3rd
OCT 18, 2019	08/31/2019 thru 09/27	SEPT 30th
NOV 15, 2019	09/28/2019 thru 10/25	OCT 28th
DEC 20, 2019	10/26/2019 thru 11/29	DEC 2nd
JAN 17, 2020	11/30/2019 thru 01/03	JAN 6th
FEB 21, 2020	01/04/2020 thru 01/31	FEB 3rd
MAR 20, 2020	02/01/2020 thru 02/28	MAR 2nd
APR 17, 2020	02/29/2020 thru 03/27	MAR 30th
MAY 15, 2020	03/28/2020 thru 04/24	APR 27th
JUN 19, 2020	04/25/2020 thru 05/29	JUN 1st
JUL 17, 2020	05/30/2020 thru 06/26	JUL 6th
AUG 21, 2020	06/27/2020 thru 07/31	AUG 3rd

**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 begin closed.

**PLEASE NOTE:** For Accrued Employees, CUT OFF DATES are used for O/T and Absence Deductions.