

**Edgewood Independent School District
MEMORANDUM**

DATE: July 12, 2018

TO: All District Employees

FROM: Betty Galindo *BGalindo*
Accounting Manager

VIA: Lisa Baker *LB*
Executive Director - Business & Finance

RE: 2018 - 2019 Bi-Weekly and Monthly Pay Schedules

Below are the scheduled pay dates for bi-weekly and monthly personnel. These pay periods will be used for paying overtime and for charging leave. 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 by all employees on a weekly basis on 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 14, 2018	08/25/18 thru 09/07	SEPT 10 th
SEP 28, 2018	09/08/18 thru 09/21	SEPT 24 th
OCT 12, 2018	09/22/18 thru 10/05	OCT 8 th
OCT 26, 2018	10/06/18 thru 10/19	OCT 22 nd
NOV 09, 2018	10/20/18 thru 11/02	NOV 5 th
NOV 21 st **	11/03/18 thru 11/16	NOV 12 th
DEC 07, 2018	11/17/18 thru 11/30	DEC 3 rd
DEC 21, 2018	12/01/18 thru 12/14	DEC 17 th
JAN 04 th **	12/15/18 thru 12/28	JAN 7 th 2019
JAN 18, 2019	12/29/18 thru 01/11	JAN 14 th
FEB 01, 2019	01/12/19 thru 01/25	JAN 28 th
FEB 15, 2019	01/26/19 thru 02/08	FEB 11 th
MAR 01, 2019	02/09/19 thru 02/22	FEB 25 th
MAR 15 th **	02/23/19 thru 03/08	MAR 4 th
MAR 29, 2019	03/09/19 thru 03/22	MAR 25 th
APR 12, 2019	03/23/19 thru 04/05	APR 8 th
APR 25, 2019	04/06/19 thru 04/19	APR 22 nd
MAY 10, 2019	04/20/19 thru 05/03	MAY 6 th
MAY 24, 2019	05/04/19 thru 05/17	MAY 20 th
JUN 07, 2019	05/18/19 thru 05/31	JUN 3 rd
JUN 21, 2019	06/01/19 thru 06/14	JUN 17 th
JUL 5 th **	06/15/19 thru 06/28	JUN 24 th
JUL 19, 2019	06/29/19 thru 07/12	JUL 15 th
AUG 02, 2019	07/13/19 thru 07/26	JUL 29 th
AUG 16, 2019	07/27/19 thru 08/09	AUG 12 th
AUG 30, 2019	08/10/19 thru 08/23	AUG 26 th

MONTHLY SCHEDULE		
Pay Date	Pay Period	Due Date
SEP 21, 2018	07/28/18 thru 08/31	SEPT 4 th
OCT 19, 2018	09/01/18 thru 09/28	OCT 1 st
NOV 16, 2018	09/29/18 thru 10/26	OCT 29 th
DEC 21, 2018	10/27/18 thru 11/30	DEC 3 rd
JAN 18, 2019	12/01/18 thru 01/04	JAN 7 th 2019
FEB 15, 2019	01/05/19 thru 01/25	JAN 28 th
MAR 15, 2019	01/26/19 thru 02/22	FEB 25 th
APR 18, 2019	02/23/19 thru 03/29	APR 1 st
MAY 17, 2019	03/30/19 thru 04/26	APR 29 th
JUN 21, 2019	04/27/19 thru 05/31	JUN 3 rd
JUL 19, 2019	06/01/19 thru 07/05	JUL 8 th
AUG 16, 2019	07/06/19 thru 07/26	JUL 29 th

Extra Duty, Overtime and Supplemental Pay is paid based on the Pay Periods and will be included with regular 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. Adjustments for second week will be reflected on the following pay date.

For additional information contact the Payroll Department at 210-444-4559