

Edgewood Independent School District

MEMORANDUM

DATE: June 28, 2022
TO: All District Employees
FROM: Jacob Guerra
Assistant Business Manager
VIA: Jose Keubke
Executive Director - Business & Finance
RE: 2022 - 2023 Bi-Weekly and Monthly Pay Schedules

Below are the scheduled pay dates for bi-weekly and monthly personnel. These Due Dates 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 1:00 p.m. on the due date for that pay period.

Time must be approved on a weekly basis in the district's time keeping 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
09/09/2022	08/20/2022	thru	09/02/2022	09/05/2022
09/23/2022	09/03/2022	thru	09/16/2022	09/19/2022
10/07/2022	09/17/2022	thru	09/30/2022	10/03/2022
10/21/2022	10/01/2022	thru	10/14/2022	10/17/2022
11/04/2022	10/15/2022	thru	10/28/2022	10/31/2022
11/18/2022	10/29/2022	thru	11/11/2022	11/14/2022
12/02/2022	11/12/2022	thru	11/25/2022	11/28/2022
12/16/2022	11/26/2022	thru	12/09/2022	12/12/2022
12/30/2022	12/10/2022	thru	12/23/2022	12/26/2022
01/13/2023	12/24/2022	thru	01/06/2023	01/09/2023
01/27/2023	01/07/2023	thru	01/20/2023	01/23/2023
02/10/2023	01/21/2023	thru	02/03/2023	02/06/2023
02/24/2023	02/04/2023	thru	02/17/2023	02/20/2023
03/10/2023	02/18/2023	thru	03/03/2023	03/06/2023
03/24/2023	03/04/2023	thru	03/17/2023	03/20/2023
04/06/2023	03/18/2023	thru	03/31/2023	04/03/2023
04/21/2023	04/01/2023	thru	04/14/2023	04/17/2023
05/05/2023	04/15/2023	thru	04/28/2023	05/01/2023
05/19/2023	04/29/2023	thru	05/12/2023	05/15/2023
06/02/2023	05/13/2023	thru	05/26/2023	05/29/2023
06/16/2023	05/27/2023	thru	06/09/2023	06/12/2023
06/30/2023	06/10/2023	thru	06/23/2023	06/26/2023
07/14/2023	06/24/2023	thru	07/07/2023	07/10/2023
07/28/2023	07/08/2023	thru	07/21/2023	07/24/2023
08/11/2023	07/22/2023	thru	08/04/2023	08/07/2023
08/25/2023	08/05/2023	thru	08/18/2023	08/21/2023

MONTHLY SCHEDULE				
PAY DATE	PAY PERIOD			DUE DATE
07/15/2022	05/28/2022	thru	06/24/2022	06/27/2022
08/19/2022	06/25/2022	thru	07/29/2022	08/01/2022
09/16/2022	07/30/2022	thru	08/26/2022	08/29/2022
10/21/2022	08/27/2022	thru	09/30/2022	10/03/2022
11/18/2022	10/01/2022	thru	10/28/2022	10/31/2022
12/16/2022	10/29/2022	thru	11/25/2022	11/28/2022
01/20/2023	11/26/2022	thru	12/30/2022	01/02/2023
02/17/2023	12/31/2022	thru	01/27/2023	01/30/2023
03/17/2023	01/28/2023	thru	02/24/2023	02/27/2023
04/21/2023	02/25/2023	thru	03/31/2023	04/03/2023
05/19/2023	04/01/2023	thru	04/28/2023	05/01/2023
06/16/2023	04/29/2023	thru	05/26/2023	05/29/2023
07/21/2023	05/27/2023	thru	06/30/2023	07/03/2023
08/18/2023	07/01/2023	thru	07/28/2023	07/31/2023

Extra Duty Supplements will be paid according to the pay period in which the work was performed. Supplemental pay will be included with the regular paycheck run.

Due dates are subject to change. Appropriate staff will be notified of any changes.

Please Note: For Accrued Employees, due dates are used for overtime and absence deductions.