



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
 PAYROLL DEPARTMENT
 411 N. 8TH AVE.
 EDINBURG, TX 78541

FAX: (956) 386-0422 OR (956) 385-3349

OK
 R.G.
 3/7/18

BIWEEKLY 2018-2019 EDINBURG CISD PAY DATE SCHEDULE

Beginning Pay Period	Ending Pay Period	Date Due in Payroll By 1:00	Comment	Paydate	Summer Deducts
06/30/18	07/13/18	07/18/18	Fax edits to PR	07/25/18	
07/14/18	07/27/18	08/01/18		08/08/18	
07/28/18	08/10/18	08/15/18		08/22/18	
08/11/18	08/24/18	08/29/18		09/05/18	
08/25/18	09/07/18	09/12/18		09/19/18	
09/08/18	09/21/18	09/26/18		10/03/18	
09/22/18	10/05/18	10/10/18		10/17/18	DD
10/06/18	10/19/18	10/24/18		10/31/18	N
10/20/18	11/02/18	11/07/18		11/14/18	
11/03/18	11/16/18	11/16/18	No Delays	No Adj 11/28/18	
11/17/18	11/30/18	12/05/18		12/12/18	***
12/01/18	12/14/18	12/19/18	No Delays	No Adj 12/26/18	
12/15/18	12/28/18	01/02/19	Fax edits to PR	01/09/19	***
12/29/18	01/11/19	01/16/19		01/23/19	***
01/12/19	01/25/19	01/30/19		02/06/19	
01/26/19	02/08/19	02/13/19		02/20/19	DD
02/09/19	02/22/19	02/27/19		03/06/19	
02/23/19	03/08/19	03/08/19	Fax edits to PR	03/20/19	
03/09/19	03/22/19	03/27/19		04/03/19	***
03/23/19	04/05/19	04/10/19		04/17/19	DD
04/06/19	04/19/19	04/24/19		05/01/19	
04/20/19	05/03/19	05/08/19		05/15/19	DD
05/04/19	05/17/19	05/22/19		No Adj 05/29/19	N
05/18/19	05/31/19	06/05/19		06/12/19	
06/01/19	06/14/19	06/19/19		06/26/19	***
06/15/19	06/28/19	06/28/19	Fax edits to PR	No Adj 07/10/19	
06/29/19	07/12/19	07/17/19	Fax edits to PR	07/24/19	
07/13/19	07/26/19	07/31/19		08/07/19	
07/27/19	08/09/19	08/14/19		08/21/19	
08/10/19	08/23/19	08/28/19		09/11/19	

No Adj Employees must use TCP for all punches/submit edits for absences or missed punches promptly

N No insurance deductions except for 938 and 939 if needed

DD Insurance double deductions for 938/939 employees

******* Reduced payment for most 938/939 employees due to holiday break

xxx No payment for most 938/939 employees due to holiday break

During the year, full-time employee payments are sent to the Departments -Transportation, Child Nutrition and B&G

During holidays, closed administration and summer, payments will be mailed to employee's address on file.

Payments are mailed for all employees that are out on extended leave.

Address changes require a new completed W4 and must be submitted to P/R by the applicable due date.

It is the policy of Edinburg CISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its educational programs. Es la poliza del Distrito Escolar de Edinburg el no discriminar por razones basadas en sexo, edad, raza, religion, color, origen nacional, ni por incapacidad dentro de sus programas educacionales.