



**EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
PAYROLL DEPARTMENT  
411 N. 8<sup>TH</sup> AVE.  
EDINBURG, TX 78541**

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

**BIWEEKLY 2016-2017 EDINBURG CISD PAY DATE SCHEDULE**

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

**No Adj** Employees must use KRONOS for all punches/submit edits for absences promptly  
**N** No insurance deductions are processed  
**DD** Insurance double deductions for 938/939 employees  
**\*\*\*** Small 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.*

*O.K.  
12/4  
3/28/16*