



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 2019-2020 EDINBURG CISD PAY DATE SCHEDULE**

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

- 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.*

*Approved  
 R.Y.  
 3/26/19*