



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
 PAYROLL DEPARTMENT  
 411 N. 8<sup>TH</sup> AVE.  
 EDINBURG, TX 78541  
 PHONE: (956) 289-2300  
 FAX: (956) 386-0422 OR (956) 385-3349

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

Beginning Pay Period	Ending Pay Period	Date Due in Payroll		Paydate	Days Between Paydates
		By 1:00 p.m.	Comments		
06/01/16	06/30/16	06/29/16	No Delays	07/25/16	
07/01/16	07/31/16	08/05/16		08/24/16	30
08/01/16	08/31/16	09/07/16		09/23/16	30
09/01/16	09/30/16	10/07/16		10/25/16	32
10/01/16	10/31/16	11/04/16	No Delays	11/17/16	23
11/01/16	11/30/16	12/06/16	No Delays	12/15/16	28
12/01/16	12/31/16	01/05/17	No Delays	01/23/17	39
01/01/17	01/31/17	02/07/17		02/23/17	31
02/01/17	02/28/17	03/06/17	No Delays	03/24/17	29
03/01/17	03/31/17	04/06/17		04/24/17	31
04/01/17	04/30/17	05/05/17		05/25/17	31
05/01/17	05/31/17	06/06/17		06/23/17	29
06/01/17	06/30/17	06/29/17	No Delays	07/25/17	32
07/01/17	07/31/17	08/04/17		08/23/17	29

Employees who exceed their available leave balance will experience an absence deduction in full in the month that the absence is incurred. Employees who terminate at the end of the school year will be paid a lump sum for their summer checks.

Documentation for pay that is submitted after the scheduled due date will be deferred to the following month for payment.

**All checks and direct deposits will be mailed during the summer months.** To avoid delays, employees must elect direct deposit to any bank of their choice and should validate address information.

All address changes require a new completed W4 form that must be submitted to Payroll by the applicable due date referenced above.

**REPLACEMENT CHECKS HAVE A WAITING PERIOD OF THREE BANKING DAYS.**

**Checks are mailed for any employee out on any type of extended leave.**

*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.  
 Rg.  
 3/23/16