

JORDAN SCHOOL DISTRICT
Payroll 

Summer Guidelines and Information
TRADITIONAL SCHOOLS – Summer 2017

JUNE PAYROLL

- **Payroll due June 2, 2017.**
- **Final True Time approvals due June 13, 2017 (paid for 5/1 – 6/4).**

True Time employees who will not be working during the summer must remember to submit their time on their final day of work.

True Time approvers who will not be working during the summer need to make sure all of their approvals are completed by the deadlines so the employees can be paid. True Time approvals can be done from any location with Wi-Fi.

- Employees should be using True Time whenever possible. If paper time sheets are used, employees who will not be working during the summer, need to turn in a separate timesheet for June time, do not include with May time (**NOTE: 6/1 – 6/5 will be paid in July as usual**).
- **PAYDAY IS JUNE 23, 2017.**

JULY PAYROLL

- **Payroll due July 5, 2017.**
- **Final True Time approvals due July 10, 2017 (paid for 6/5 – 6/30).**
- **True Time will be unavailable in the morning on July 3.**
- **PAYDAY IS JULY 25, 2017.**

AUGUST PAYROLL

- **Payroll due August 2, 2017.**
- **Final True Time approvals due August 14, 2017 (paid for 7/1 – 8/6).**
- **PAYDAY IS AUGUST 25, 2017.**

SEPTEMBER PAYROLL

- **Payroll due September 5, 2017.**
- **Final True Time approvals due September 11, 2017 (paid for 8/7 – 9/3).**
- **Principal Payroll Sheets must be checked carefully and compared to your staff list and FTE's.**
- **PAYDAY IS SEPTEMBER 25, 2017.**