

**Important Payroll dates for April 2017:**

Payroll Due: including all March absences and approvals	April 4
Last day to change direct deposit accounts	April 7
** Please let Payroll know of any changes to your account after this date.	
Any bank account changes will affect your check on payday.	
Paychecks available for viewing in Employee Access	April 21
** Strongly recommended	
Payday	April 25

**True Time Deadlines**  
**for Pay Period**  
**March 6 – April 2, 2017**

Employee Final Submittal:	4/5/17
First Approval:	4/7/17
Final Approval:	4/11/17

**Spring Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
YRE, 228, 233, 242 & 245 contracts	April 12 - 14
Traditional, 180, 184, 204, 206, 225 contracts	April 10 – 14

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$92 or classified 40% of their daily rate).

Please refer to policy for further clarification.