

Important Payroll dates for April 2018:

Payroll Due: including all March absences and approvals	March 30
Last day to change direct deposit accounts	April 10
** 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 5 – April 1, 2018

Employee Final Submittal: (unless working through April 1)	3/30/18
First Approval:	4/11/18
Final Approval:	4/13/18

Spring Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
242 & 245 contracts	April 2 & 3
YRE, Traditional, 204, 206 contracts	April 2 - 6

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.