

**Important Payroll dates for April 2019**

Payroll Due: including all March absences and approvals	4/2
Last day to change direct deposit accounts	4/10
** 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	4/23
** Strongly recommended	
Payday	4/25

**True Time Deadlines**  
**for Pay Period**  
**March 4 – March 31, 2019**

Employee Final Submittal:	4/3/19
First Approval:	4/5/19
Final Approval:	4/8/19

**Spring Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
242 & 245 contracts	4/19
Year-Round Elementary	4/17-4/19
Traditional, 204, 206 contracts	4/15-4/19

As per DP 335: Employees who have not been approved by Human Resources to use a personal day before or after a holiday may be docked (certified \$105 or classified 40% of their daily rate)

Please refer to policy for further clarification.