

Important Payroll dates for April 2020

Payroll Due: including all March absences and approvals	4/2
Last day to change direct deposit accounts	4/12
** 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	4/22
** Strongly recommended	
Payday	4/24

True Time Deadlines
for Pay Period
3/2/20 – 4/5/20

Employee Final Submittal:	4/8/20
First Approval:	4/13/20
Final Approval:	4/14/20

IMPORTANT

All paychecks that are not direct deposited will temporarily be mailed to your address on file in Skyward. This will take effect March 13th until further notice.

To avoid possible delays in receiving your paycheck, please log in to your Skyward Employee Access to verify that your address is correct, or to make any changes to your address.