

IMPORTANT: Please scan **ALL** payroll to the Payroll Department. Do not send to other departments, as this can cause duplication. (Exceptions – Home and Hospital, USTAR, Camps and Clinics, and High School Coaches).

Important Payroll dates for August 2017:

Payroll Due:	August 2
Last day to change direct deposit accounts	August 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	August 23
** Strongly recommended	
Payday	August 25

True Time Deadlines
for Pay Period
July 1 – Aug 6, 2017

Employee Final Submittal:	8/9/17
First Approval:	8/11/17
Final Approval:	8/14/17

Please inform new True Time employees of these deadlines.

DP335(D): Personal leave **shall not be taken** during the first five days that students are in school except to attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee; or to attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control:

First five days of school with students	8/22, 8/23, 8/24, 8/25, 8/28	High School
	8/23, 8/24, 8/25, 8/28, 8/29	Trad Elem/Middle
	7/26, 7/27, 7/28, 7/31, 8/1	Tracks A, B, C
	8/16, 8/17, 8/18, 8/21, 8/22	Track D

DP335(E): Teachers **may not take** personal leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day:

Teacher Prep Days	8/17, 8/18, 8/21	Traditional
	7/19, 7/20, 7/21	Tracks A, B, C
	8/10, 8/11, 8/14	Track D

Please refer to policy for further clarification