

**Important Payroll dates for December 2016**

Last day to add, close or change direct deposit accounts	December 11
** Please let Payroll know immediately if you close your account or make any changes to your account. <b><u>If you close your account after this date, you may not receive your check on payday.</u></b>	
Paychecks available for viewing in Employee Access	December 20
** Strongly recommended	
Payday	December 22
Last day for adjustments on December paychecks	December 23 (by noon)
Payroll Department closed for Winter Recess	end of December 23 return January 3, 2017

**True Time Deadlines for Pay Period Nov 7 – Dec 4**

Employee Final Submittal:	12/7
First Approval:	12/9
Final Approval:	12/13

**Winter Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
YRE, 228, 233, and 242 contracts	end of Dec 23 return Jan 3
*All 245 contracts	
<i>*245-day employees must record a leave day if not in attendance on Dec 27-29 (Principals may use vacation days as these are non-student days)</i>	
180, 184, 204, 206, 225 contracts	end of Dec 21 return Jan 3

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.