

JORDAN SCHOOL DISTRICT

Payroll



Important Payroll dates for December 2017

Last day to add, close or change direct deposit accounts	December 7
** Please let Payroll know immediately if you close your account or make any changes to your account. <u>If you close your account after this date, you may not receive your check on payday.</u>	
Paychecks available for viewing in Employee Access	December 19
** Strongly recommended	
Payday	December 21
Last day for adjustments on December paychecks	December 22 (by noon)
Payroll Department closed for Winter Recess	end of December 22 return January 2, 2018

True Time Deadlines for Pay Period Nov 6 – Dec 3

Employee Final Submittal:	12/6
First Approval:	12/8
Final Approval:	12/11

Winter Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
YRE, 228, 233, and 242 contracts	end of Dec 22 return Jan 2
*All 245 contracts	
<i>*245-day employees are on contract Dec 27-29</i>	
180, 184, 204, 206, 225 contracts	end of Dec 21 return Jan 2
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.	