

Important December Payroll Information for All Employees

Due to the District Office closing for Winter Recess and not returning until January 2, 2019, the Payroll Department is making the following recommendations:

1. Last day to add, close or change direct deposit accounts will be Friday, December 7th. Please let Payroll know immediately if you close your account after this date.
2. Paychecks are available for viewing in Employee Access on Tuesday, December 18th. Please review your paycheck and call Payroll immediately with any questions or concerns (801) 567-8154.
3. Payday is on December 20th.

True Time Deadlines for Pay Period Nov 5 – Dec 2

Employee Final Submittal:	12/5
First Approval:	12/7
Final Approval:	12/10

Winter Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
YRE, 228, 233, and 242 contracts *All 245 contracts <i>*245-day employees are on contract Dec 26-28</i>	end of Dec 21 return Jan 2
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 \$105 or classified 40% of their daily rate).

Please refer to policy for further clarification.