

**Important Payroll dates for December 2020**

Payroll Due	Dec 2
Last day to change direct deposit accounts	Dec 8
** Please let Payroll know immediately if you close 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	Dec 18
** Strongly recommended	
Payday - Last day for adjustments on December paychecks (by noon)	Dec 22
Payroll Department closed for Winter Recess	Dec 23-Jan 1

**True Time Deadlines for Pay Period 11/2/20 – 12/6/20**

Employee Final Submittal:	12/9
First Approval:	12/10
Final Approval:	12/11

**Winter Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
242, 245 contracts	Dec 23 - Jan 1
<b><i>*245-day employees are on contract Dec 28, 29, 30</i></b>	
YRE	Dec 22 – Jan 1
Traditional, 206 contracts	Dec 21 – Jan 1

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal/annual day before and after a holiday may be docked (certified \$131 or classified 40% of their daily rate).

Please refer to policy for further clarification.