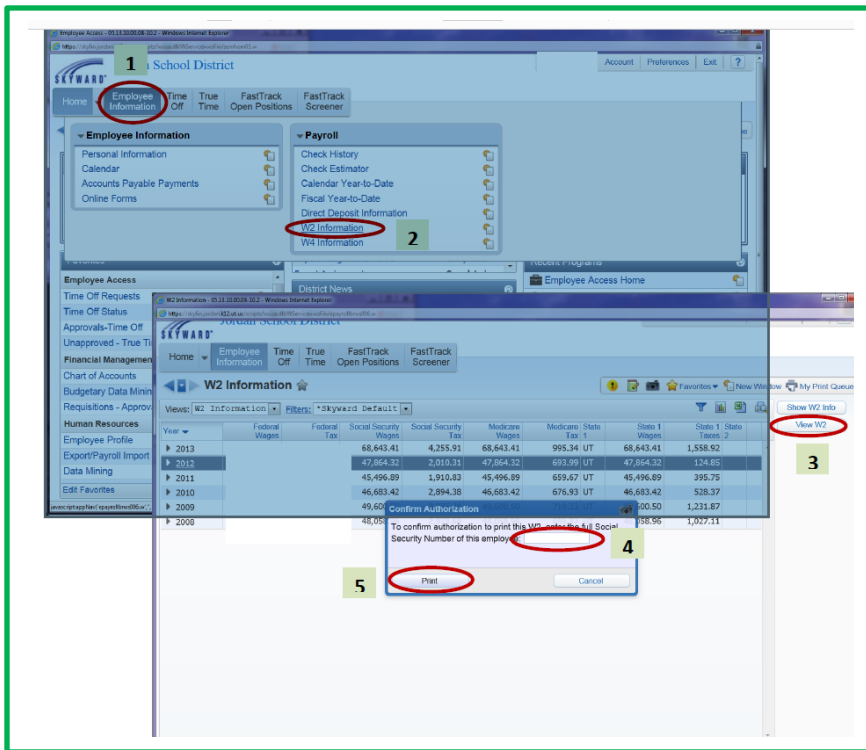


**Your 2021 W-2 is now available to view/print in Employee Access**

How to View/Print W-2 from Employee Access



The 2021 W2's were mailed to employees who did not Opt Out on Jan 25, 2022 to their address in Skyward.

**Frontline and Transportation Substitutes  
Semi Monthly Pay beginning Feb 2022**

<b>Days Subbed Jan 3 – Jan 31</b>	
School Reconciliation Due	Feb 1
Pay Day	Feb 10
<b>Days Subbed Feb 1 – Feb 15</b>	
School Reconciliation Due	Feb 16
Pay Day	Feb 25

Payroll Due	Feb 2
Changes to Direct Deposit	Feb 10
View Paycheck	Feb 23
Pay Day	Feb 25

**True Time Deadlines**

Date Range Jan 3 – Feb 6

Employee Submittal	Feb 9
First Approval	Feb 11
Final Approval	Feb 15

**School Holiday**

Washington & Lincoln Day Feb 21

**DP 335**

Employees who have NOT been approved by Human Resources for using an annual/personal day before or after a holiday may be docked (certificated \$138 or ESP 40% of daily rate). Please refer to policy for further clarification.

**Parent/Teacher Conference**

High Schools	Feb 16
Middle Schools	Feb 16-17
(Middle School Comp day Feb 18)	

**DP335**

Annual leave days may not be used during parent teacher conferences.