

**Important Payroll dates for February 2017**

Payroll Due: including all January absences and approvals	Feb 2
Last day to change direct deposit accounts	Feb 9
** Please let Payroll know of any changes to your account after this date. Any bank account changes will affect your check on payday.	
Paychecks available for viewing in Employee Access	Feb 22
** Strongly recommended	
Payday	Feb 24

**True Time Deadlines for Pay Period 01/02/17 – 02/05/17**

Employee Final Submittal:	2/8/16
First Approval:	2/10/16
Final Approval:	2/14/16

**President's Day Recess**

**School Holiday**

**Date of Holiday**

All Employees

Feb 20

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.

**Parent/Teacher Conference**

Middle School (Comp Day Feb 17)

Feb 15-16

High School

Feb 22

YRE Tracks A&B

Feb 21-24

(PTC leave day recorded on 2/11 if applicable)

As per DP335 & DP370:

Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. They may use a sick day or a no-pay day if applicable.  
The absence should be entered on the comp day.