

**Important Payroll dates for February 2018**

Payroll Due - including all January absences and approvals	2/2
Last day to change direct deposit accounts	2/9
** 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	2/21
** Strongly recommended	
Payday	2/23

**True Time Deadlines for Pay Period 01/01/18 – 02/04/18**

Employee Final Submittal:	2/7/18
First Approval:	2/9/18
Final Approval:	2/12/18

**President's Day Recess**

**School Holiday**

**Date of Holiday**

All Employees 2/19

As per DP 335(B): Employees who have not been approved by Human Resources to use a personal day before or 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**

YRE Tracks A&B 2/5 – 2/9

PTC leave day recorded on 2/10 (A track comp day) or 2/17 (B track comp day)

Middle School 2/13 & 2/15

PTC leave day recorded on 2/16 (comp day)

High School 2/21

As per DP335 & DP370:

Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. A sick day or a no-pay day may be used if applicable.