

Important Payroll dates for February 2019

Payroll Due - including all January absences and approvals	2/4
Last day to change direct deposit accounts	2/8
** 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	2/25

True Time Deadlines for Pay Period 01/07/19 – 02/03/19

Employee Final Submittal:	2/6/19
First Approval:	2/8/19
Final Approval:	2/11/19

President's Day Recess

School Holiday

Date of Holiday

All Employees 2/18

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 \$105 or classified 40% of their daily rate). Please refer to policy for further clarification.

Parent/Teacher Conference

YRE Tracks A&B 2/4 – 2/8
 PTC leave day recorded on 2/9 (comp day)

Middle School 2/12 & 2/13
 PTC leave day recorded on 2/15 (comp day)

High School 2/27

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.