

**Important Payroll dates for February 2020**

Payroll Due - including all January absences and approvals	2/4
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	2/25

**True Time Deadlines for Pay Period 01/06/20 – 02/02/20**

Employee Final Submittal:	2/5/20
First Approval:	2/7/20
Final Approval:	2/11/20

**President's Day Recess**

**School Holiday**

**Date of Holiday**

All Employees

2/17

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 \$116 or classified 40% of their daily rate). Please refer to policy for further clarification.

**Parent/Teacher Conference**

Middle School

2/12 & 2/13

PTC leave day recorded on 2/14 (comp day)

High School

2/12

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.