

**Important Payroll dates for February 2016**

Payroll Due: including all January absences and approvals	Feb 2
Last day to change direct deposit accounts	Feb 10
** 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 23
** Strongly recommended	
Payday	Feb 25
Last day for adjustments on February paychecks	Feb 29 (by noon)
Next payroll run	March 2

**True Time Deadlines for Pay Period Jan. 4 – Jan. 31, 2016**

Employee Final Submittal:	2/3/16
First Approval:	2/5/16
Final Approval:	2/12/16

Please inform new True Time employees of these deadlines.

(If True Time is not submitted or approved by these deadlines, the employee will be paid for that time in the following month when the process is completed.

E-mail keelee.leuluai@jordandistrict.org to make other arrangements.

**President's Day Recess**

**School Holiday**

**Date of Holiday**

All Employees

Feb 15

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 26)

Feb 24-25

YRE Tracks A&B (Comp Day Feb 6)

Feb 1-5

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.