


JORDAN SCHOOL DISTRICT
Payroll 

High schools will no longer be required to deliver their payroll to the District Office. By April 4th, school technicians will begin programming a specific copier or scanner to transmit payroll.

Here is a breakdown of the Payroll changes effective April 2017:

1. **All Payroll** documents will be scanned directly to Payroll by the second working day of the month.
2. Sort payroll by department/budget, and then alphabetize.
3. Payroll will distribute to the applicable departments for approval using the District's encrypted email called MoveIt.
4. Scan all payroll in one continuous stream.
5. If additional payroll comes to your office, after the payroll deadline, please scan to Payroll.
6. Do not send in originals or distribute to departments, as this could cause duplicate pay. Schools may keep originals for their records.
7. Coach applications and pay information should be sent through District mail to Cari Minnesota in the Bingham Feeder/District Office. For further clarification contact Cari at 801-567-8173.
8. The process for District Excused forms remains the same. Send original forms to Administrators of Schools through District mail.

Because of these payroll changes and to avoid conflicting information between departments and schools regarding payroll, we ask that you please clarify or discuss any payroll issues and/or concerns through the Payroll Department.

We thank you for your continued support, suggestions, and especially for your hard work in helping Payroll run smoothly each month. If you have any questions, please contact Payroll at 801-567-8154 or email sarah.palmer@jordandistrict.org.