



## **IMPORTANT DECEMBER PAYCHECK INFORMATION FOR ALL EMPLOYEES**

The District Office will be closing for Winter Recess at the end of the day on **Monday, December 23rd and will not return until Thursday, January 2<sup>nd</sup>**. To avoid any delays in receiving your paycheck during this break, the Payroll Department is making the following recommendations:

1. If you need to close your bank account, please call Payroll immediately.
2. Paychecks are available for viewing in Employee Access on **Wednesday, December 18<sup>th</sup>**. **Please review your paycheck and contact Payroll immediately with any questions or concerns at (801) 567-8154 or email payroll@jordandistrict.org. Instructions are attached on how to view your paycheck.**

**If you need help logging into your Employee Access, please call the help desk at 801-567-8737.**

3. If you are a True Time employee, instructions are attached on how to view your True Time to make certain it has been approved and processed by Payroll.
4. Payday is on December 20, 2024.