



## **Important Payroll Changes for Elementary Schools Only**

Due to the limited amount of time sheets at the elementary level

- Principals will no longer be required to deliver Payroll.
- Do Not include Social Security Numbers on time sheets.
- Scan and email time sheets, along with the substitute sign in/out log, to [carolyn.bevan@jordandistrict.org](mailto:carolyn.bevan@jordandistrict.org) or fax to (801) 567-8066.
- To avoid duplicates, the emailed or faxed time sheets are the only copy Payroll will need. Please keep originals for your records.