

# JORDAN SCHOOL DISTRICT Payroll

## Important Payroll dates for April 2016:

Payroll Due: including all March absences and approvals	April 4
Last day to change direct deposit accounts	April 11
** 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	April 21
** Strongly recommended	
Payday	April 25
Last day for adjustments on April paycheck	April 28
Next payroll run	May 4

## True Time Deadlines for Pay Period March 7 – April 3, 2016

Employee Final Submittal:	4/6/16
First Approval:	4/8/16
Final Approval:	4/13/16

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. Please e-mail [keele.leuluai@jordandistrict.org](mailto:keele.leuluai@jordandistrict.org) to make other arrangements.

**\*Secondary Grade Transmittal Day** April 1, 2016

**\*Employees at a secondary location (excluding 180, 184 day) must record a leave day if not in attendance.**

**\*(Traditional principals may use a vacation day as this is a non-student day)**