

JORDAN SCHOOL DISTRICT
Payroll 

Important Payroll dates for January 2016:

Last day to add, close or change direct deposit accounts	Jan 8
** Please let Payroll know immediately if you close your account or make any changes to your account. <u>If you close your account after this date, you may not receive your check on payday.</u>	
Paychecks available for viewing in Employee Access	Jan 21
** Strongly recommended	
Payday	Jan 25
Last day for adjustments on January paychecks	Jan 28 (by noon)
Next payroll check run	Feb 3

True Time Deadlines for Pay Period Dec. 7 – Jan. 3, 2016

Employee Final Submittal:	1/6/16
First Approval:	1/8/16
Final Approval:	1/11/16

Use of Personal Leave Days before/after School Holiday

<u>School Holiday</u>	<u>Date of Holiday</u>
New Year's	January 1, 2016
Martin Luther King	January 18, 2016

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.

*Traditional Grade Transmittal Day January 22, 2016
****Employees at a traditional 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)***