

Important Payroll dates for July 2016:

Approve all Time-Off by June 30th (Refer to Attendance Summer Guidelines)

Payroll Due: July 5

Last day to change direct deposit accounts

July 8

** 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

July 20

** Strongly recommended

Payday July 22

Attendance Incentive will be paid on the July 22nd pay check

<u>True Time Deadlines</u> <u>for Pay Period</u> June 6 – June 30, 2016

Employee Final Submittal: 7/6/16
First Approval: 7/8/16
Final Approval: 7/12/16

Please inform new True Time employees of these deadlines.

(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 has been completed.

Please e-mail keelee.leuluai@jordandistrict.org to make other arrangements.

Independence and Pioneer Day Holidays

HolidayDate of HolidayIndependence DayJuly 4, 2016Pioneer DayJuly 25, 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.