

Important Payroll dates for June 2016:

Payroll Due: <u>including all May absences and approvals</u>	June 2
Last day to change direct deposit accounts	June 10
Paychecks available for viewing in Employee Access	June 22
Payday	June 24

True Time Deadlines for Pay Period May 2 – June 5, 2016

Employee Final Submittal:	6/8/16
First Approval:	6/10/16
Final Approval:	6/14/16

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

All Schools Last Five Days

Traditional (May 27-June 3)
 **May 27 & 31 - Personal leave day
 Track A (June 1-7)
 Track B,C, D (June 27-July 1)

Date

*Graduation – June 2, 2016

DP335(D): Personal leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:

1. *To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.*
2. *To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.*

***Personal leave may be used by parents or grandparents for graduation. Parents or grandparents entering a personal leave day for graduation must add a relationship to the graduate in the comments box.**

****DP335(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.