

**Important Payroll dates for March 2016**

Payroll Due: including all February absences and approvals	March 2
Last day to change direct deposit accounts	March 10
** 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	March 22
** Strongly recommended	
Payday	March 24
Last day for adjustments on March paycheck	March 29
Next payroll run	April 6

**True Time Deadlines**  
**for Pay Period**  
**February 1 – March 6, 2016**

Employee Final Submittal:	3/9/16
First Approval:	3/11/16
Final Approval:	3/15/16

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.

**Parent/Teacher Conference**

High School	March 2
Traditional Elem	March 9-10
(Comp Day March 11)	
YRE Tracks C&D	March 7-11
(Comp Day March 12)	

As per DP335 & DP370:  
 Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. They may use a sick day or a no-pay day if applicable. The absence should be entered on the comp day.

**Spring Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
YRE, 228, 233, 242 & 245 contracts	March 25 & 28, 2016
Traditional, 180, 184, 204, 206, 225 contracts	March 24, 25 & 28, 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.