

**Important Payroll dates for October 2016:**

|  |            |
|--|------------|
| Payroll Due:   | October 4  |
| Last day to change direct deposit accounts   | October 7  |
| ** Please let Payroll know of any changes to your account after this date.<br>Any bank account changes will affect your check on payday. |            |
| Paychecks available for viewing in Employee Access   | October 19 |
| ** Strongly recommended  |            |
| Payday   | October 25 |

**True Time Deadlines**  
**for Pay Period**  
**September 5 – October 2, 2016**

|                           |          |
|---------------------------|----------|
| Employee Final Submittal: | 10/5/16  |
| First Approval:           | 10/7/16  |
| Final Approval:           | 10/11/16 |

**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 at [keelee.leului@jordandistrict.org](mailto:keelee.leului@jordandistrict.org) to make other arrangements.**

**Parent/Teacher Conference**

|                   |             |
|-------------------|-------------|
| High School       | Sep 28      |
| Middle School     | Sep 21 & 22 |
| (Comp Day Sep 23) |             |

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.

**Fall Recess**

**School Holiday**

**Date of Holiday**

All Employees

October 20-21, 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.