



Important Payroll Information

April 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: APRIL 2ND

VIEW YOUR PAYCHECK: APRIL 23RD

PAYDAY: APRIL 25TH



Grade Transmittal Day - March 31

All 206, 242 & 245 employees must record a leave day if not in attendance

Spring Recess:

Traditional, 206 day contracts - April 1-4

242, 245 contracts - April 3-4

Critical Days - March 28 & April 7

As per [DP335\(B\)](#) and [DP335 NEG](#): Licensed & ESP employees who have not been approved by Human Resources for using an annual/personal day on Critical Days may be docked (licensed \$161 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy. If applicable, the reason & the policy exception must be written in the time off description box.

View the Critical Days FAQ [here](#).

Sub Payroll Deadlines

Pay Period: 3/17-3/28

Due: 4/1

Payday: 4/10

Pay Period: 4/7-4/15

Due: 4/16

Payday: 4/25

SCHOOLS: Please ensure Subs are verified weekly

True Time Deadlines:

Pay Period: 3/3-4/6/25

EMPLOYEES: Please submit your timesheets at the end of each work week

APPROVERS: Please ensure you are approving time sheets weekly for accuracy

