



Payroll News

August 2024

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: AUGUST 2ND

VIEW YOUR PAYCHECK: AUGUST 21ST

PAYDAY: AUGUST 23RD



First Five Days of School:

8/21-8/27 Elementary Level

8/20-8/26 - Secondary Level

As per DP335(B) and DP335 NEG:

Annual/Personal leave shall not be taken during the first five days that students are in school unless listed as an exception in policy.

If applicable, an explanation of the policy exception must be written in the time off description box.

Welcome New Hires!

Please visit the [Payroll website](#) for important information:

- [Direct Deposit is required](#) - paychecks without direct deposit will be held in Payroll for pickup
- [How to view your paycheck](#) two days prior to payday
- [W4 Form & W4 Instructions](#)
- [Retirement](#)

TIME OFF:

- [Time Off Information](#) - Employees are allocated new Annual leave days on July 1st each year. At the end of each school year, any unused Annual leave days will rollover into sick days on June 30th. Sick days are to be used for your own personal health reasons unless approved by Human Resources for critical family leave.
- [How to request time off](#)
- [Critical Days](#)

True Time Deadlines:

Pay Period 7/1/24-8/4/24

Employee Final Submittal: 8/7/24

First Approval: 8/9/24

Final Approval: 8/13/24

