



# Important Payroll Information

**August 2025**

website: [payroll.jordandistrict.org](http://payroll.jordandistrict.org)

email: [payroll@jordandistrict.org](mailto:payroll@jordandistrict.org)

**PAYROLL DUE: AUGUST 4TH**

**VIEW YOUR PAYCHECK: AUGUST 21ST**

**PAYDAY: AUGUST 25TH**



## First Five Days of School:

8/20-8/26 Elementary Level

8/19-8/25 - 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, the reason & the policy exception must be written in the time off description box.**

## Labor Day - September 1

Critical Days: August 29 & September 2

Please familiarize yourself with the Critical Day Policy - this applies to both Licensed & ESP. Critical Days for 25-26: Licensed Annual/Personal Leave Taken on a Critical Day & ESP Annual/Personal Leave Taken on a Critical Day

## 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. Teachers are paid September-August (unless a new teacher elected the A13 pay schedule).
- 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

### True Time Deadlines:

Pay Period 7/7/25-8/3/25

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

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

