



Important Payroll Information

January 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: JANUARY 3RD

VIEW YOUR PAYCHECK: JANUARY 22ND

PAYDAY: JANUARY 24TH



School Holidays

Winter Recess/New Year's Day:

242 & 245 day employees return January 2nd
All other employees return January 6th

Critical Day:

January 6 - All Licensed & ESP

Martin Luther King Jr: January 20

Critical Days:

January 17 & 22 - All Licensed & ESP

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](#).

Grade Transmittal Day: January 21

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

Sub Payroll Deadlines

Pay Period: 12/16-12/20

Due: 12/20

Payday: 1/10

Pay Period: 1/6-1/15

Due: 1/16

Payday: 1/24

SCHOOLS: Please ensure Subs are verified weekly

True Time Deadlines:

Pay Period: 12/2/24-1/5/25

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

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

