



# Important Payroll Information

July 2025

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

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

**PAYROLL DUE: JULY 2ND**

**VIEW YOUR PAYCHECK: JULY 22ND**

**PAYDAY: JULY 25TH**



July 25th is the first paycheck of the 2025-26 contract year for all 242 & 245 day employees.

Attendance Incentive will be paid on the July 25<sup>th</sup> paycheck for all eligible employees.

## **DIRECT DEPOSIT IS REQUIRED!**

If you do not have direct deposit your check will be held in the Payroll Department at the District Office for pickup.

To sign up for or update your direct deposit you can do so via Employee Access: [Direct Deposit Instructions](#)

## **District Office Closed:**

July 4<sup>th</sup> - Independence Day

July 24<sup>th</sup> - Pioneer Day

## **True Time Deadlines:**

Pay Period: 6/2/25 - 7/6/25

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

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

