



Important Payroll Information

May 2025

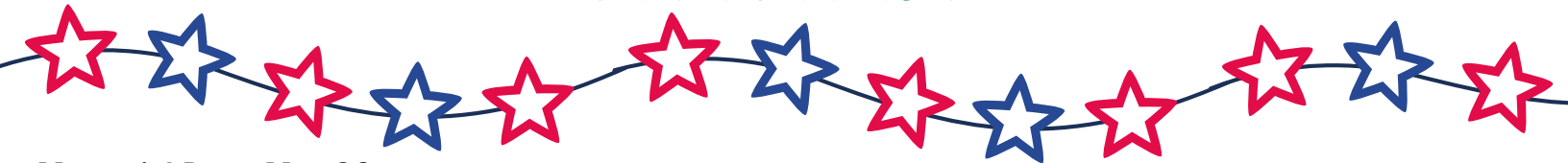
website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: MAY 2ND

VIEW YOUR PAYCHECK: MAY 21ST

PAYDAY: MAY 23RD



Memorial Day - May 26

Critical Days: May 23 & May 27

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](#).

Last 5 Days of School June 2 - June 6

As per DP335(B) and DP335 NEG: Annual/Personal leave shall not be taken during the last five days that students are in school unless listed as an exception in policy.

Important - Last Day of School

If June 6 is an employee's last working day, all True Time must be submitted and approved by the end of the day.

True Time Deadlines:

Pay Period: 4/7-5/4

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

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

Sub Payroll Deadlines

Pay Period: 4/16-4/30

Due: 5/1

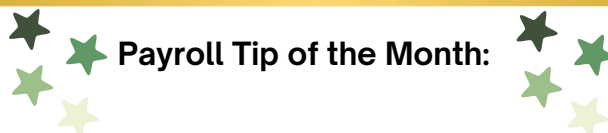
Payday: 5/10

Pay Period: 5/1-5/15

Due: 5/15

Payday: 5/23

SCHOOLS: Please ensure Subs are verified weekly



Payroll Tip of the Month:

How to Update your W4

Print a Form W4 [here](#). Complete the first page, including your SSN, Signature & Date. Please DO NOT email this form to Payroll. You can send it via District Mail, hand deliver to the Payroll Department or Mail it to: 7387 S. Campus View Drive West Jordan, UT 84084