



Important Payroll Information

October 2024

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: OCTOBER 2ND

VIEW YOUR PAYCHECK: OCTOBER 19TH

PAYDAY: OCTOBER 23RD



FALL RECESS:

All Traditional, 206/207 Contracts: October 21 - October 25

All 242, 245 Contracts: October 24 - October 25

CRITICAL DAYS: October 18 & October 29

Applies to all Licensed & ESP Employees

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](#).

Elementary Parent Teacher Conferences: October 2-3

As per DP335(B) and DP335 NEG:

Annual/Personal leave shall not be used during Parent Teacher Conferences.

If Parent Teacher Conference is missed, a leave day (sick or No Pay) should be entered on the Comp Day October 4, 2024.

Secondary Professional Development Day: October 4 - No Students

GRADE TRANSMITTAL DAY: October 28

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

Sub Payroll Deadlines

Pay Period: 9/16-9/30

Due: 10/2

Payday: 10/10

Pay Period: 10/1-10/15

Due: 10/16

Payday: 10/23

SCHOOLS: Please ensure Subs are verified weekly



True Time Deadlines:

Pay Period: 9/2-10/6

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

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