



Important Payroll Information

October 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: OCTOBER 2ND

VIEW YOUR PAYCHECK: OCTOBER 20TH

PAYDAY: OCTOBER 22ND



PARENT TEACHER CONFERENCES - ELEMENTARY - October 1-2

COMP DAY - October 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.

PROFESSIONAL DEVELOPMENT DAY - SECONDARY - October 3 (no students)

GRADE TRANSMITTAL DAY - October 20 (no students)

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

FALL RECESS

All Traditional, 206, 207 Contracts - October 21 - October 24

All 242, 245 Contracts - October 23 - October 24

CRITICAL DAYS

All Licensed and ESP Employees - October 17 & October 27

Please familiarize yourself with the Critical Day Policy. If applicable, the reason & the policy exception must be written in the time off description box.



Sub Payroll Deadlines

Pay Period: 9/16-9/30

Due: 9/30

Payday: 10/10

Pay Period: 10/1-10/15

Due: 10/15

Payday: 10/22

SCHOOLS: Subs should be verified weekly

True Time Deadlines

Pay Period: 9/1-10/5

EMPLOYEES: Timesheets should be submitted weekly to be paid on time

APPROVERS: Timesheets should be verified and approved weekly