

**Important Payroll dates for January 2018:**

Payroll due	1/3/18
Last day to add, close or change direct deposit accounts	1/10/18
** Please let Payroll know immediately if you close your account or make any changes to your account	
Paychecks available for viewing in Employee Access	1/23/18
Payday	1/25/18

**True Time Deadlines for Pay Period 12/4/17 – 12/31/17**

Employee Final Submittal:	1/3/18
First Approval:	1/5/18
Final Approval:	1/8/18

**Use of Personal Leave Days before/after School Holiday**

<b><u>School Holiday/Date</u></b>	<b><u>Dates</u></b>
1. New Year's 1/1/18	1/2/18
2. Martin Luther King 1/15/18	1/12/18 only

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$92 or classified 40% of their daily rate). Please refer to policy for further clarification.

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\*Traditional Grade Transmittal Day 1/16/18

*\*All 206, 242 and 245 employees must record a leave day if not in attendance.*

*\*Traditional principals may use a vacation day as this is a non-student day*

***\*This is a paid contract day for 176-day year round employees, therefore, a leave day must be recorded if not in attendance.***