

Important Payroll dates for January 2019

Payroll due	1/3/19
Last day to add, close or change direct deposit accounts	1/10/19
** Please let Payroll know immediately if you close your account or make any changes to your account	
Paychecks available for viewing in Employee Access	1/23/19
Payday	1/25/19

True Time Deadlines for Pay Period 12/3/18 – 1/6/19

Employee Final Submittal:	1/9/19
First Approval:	1/11/19
Final Approval:	1/14/19

Use of Personal Leave Days before/after School Holiday

<u>School Holiday/Date</u>	<u>Dates</u>
1. New Year's 1/1/19	1/2/19
2. Martin Luther King 1/21/19	1/18/19 & 1/22/19

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 \$105 or classified 40% of their daily rate). Please refer to policy for further clarification.

*Traditional Grade Transmittal Day 1/14/19

**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 177-day year round employees, therefore, a leave day must be recorded if not in attendance.*