

**Important Payroll dates for January 2020**

Payroll due	1/3/20
Last day to add, close or change direct deposit accounts	1/9/20
** Please let Payroll know immediately if you close your account or make any changes to your account	
Paychecks available for viewing in Employee Access	1/22/20
Payday	1/24/20

**True Time Deadlines for Pay Period 12/2/19 – 1/5/20**

Employee Final Submittal:	1/8/20
First Approval:	1/10/20
Final Approval:	1/14/20

**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 1/1/20	
YRE, 242, 245	1/2/20
Traditional, 206	1/6/20
2. Martin Luther King 1/20/20	1/17/20

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 \$116 or classified 40% of their daily rate). Please refer to policy for further clarification.

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\*Traditional Grade Transmittal Day 1/21/20

***\*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 179-day year round employees, therefore, a leave day must be recorded if not in attendance.***