

Important Payroll dates for July 2018:

Payroll Due:	July 3
Last day to change direct deposit accounts	July 10
** Please let Payroll know of any changes to your account after this date. Any bank account changes will affect your check on payday.	
Paychecks available for viewing in Employee Access	July 19
** Strongly recommended	
Payday	July 25

Attendance Incentive will be paid on the July 25th pay check

True Time Deadlines
for Pay Period
June 4 – June 30, 2018

YR Submittal & Nutr Mgr Approval:	July 3
Employee Final Submittal:	July 5
First Approval:	July 9
Final Approval:	July 11

Please inform new True Time employees of these deadlines.

Independence and Pioneer Day Holidays

<u>Holiday</u>	<u>Date of Holiday</u>
Independence Day	July 4
Pioneer Day	July 24

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.