

Important Payroll dates for June 2019:

Payroll Due: <u>including all May absences and approvals</u>	June 4
Last day to change direct deposit accounts	June 11
Paychecks available for viewing in Employee Access	June 21
Payday	June 25

True Time Deadlines for Pay Period May 6 – June 2, 2019

Employee Final Submittal:	5/31/19 Traditional
	6/5/19 YR & DO
First Approval:	5/31/19 Trad Nutrition Mgr
	6/7/19
Final Approval:	6/10/19

Other Dates

YRE Last Five Days

Track A (May 30-June 5)

Track B, C, D (June 26-July 2)

DP335(D): Personal leave shall not be taken during the last five days that students are in school unless listed as an exception in policy. Please indicate reason in the comments box.

June 3 - Classified Employees 2018-19 vacation days allocated