JORDAN SCHOOL DISTRICT

Payroll

Important Payroll dates for March 2017

Payroll Due: including all February absences and approvals	March 2
Last day to change direct deposit accounts	March 9
** 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 ** Strongly recommended	March 22
Payday	March 24

True Time Deadlines for Pay Period February 6 – March 5, 2017

Employee Final Submittal:	3/8/17
First Approval:	3/10/17
Final Approval:	3/14/17

Parent/Teacher Conference

Traditional Elem (Comp Day March 17)	March 15-16
YRE Tracks C&D (If PTC is missed, leave day is recorded on Feb 11 for C track and Feb 18 for D track)	March 20-24

As per DP335 & DP370:

Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. They may use a sick day or a no-pay day if applicable. The absence should be entered on the comp day.