Payroll U.

Important Payroll dates for March 2018

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	March 21
** Strongly recommended	
Pavdav	March 23

<u>True Time Deadlines</u> for Pay Period February 5 – March 4, 2018

Employee Final Submittal:	3/7/18
First Approval:	3/9/18
Final Approval:	3/12/18

Parent/Teacher Conference

Traditional Elem (Comp Day March 16) March 14-15

YRE Tracks C&D

March 5-9

(If PTC is missed, leave day is recorded on Feb 3 for C track and Mar 10 for D track)

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.

Spring Recess

School Holiday

242 & 245 contracts

Date of Holiday April 2 & 3

YRE, Traditional, 204, 206 contracts

April 2 - 6

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.