

Important Payroll dates for March 2019	
Payroll Due: including all February absences and approvals	3/4
Last day to change direct deposit accounts	3/10
** 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	3/21
** Strongly recommended	
Payday	3/25

<u>True Time Deadlines</u> <u>for Pay Period</u> February 4 – March 3, 2019

Employee Final Submittal: 3/6/19
First Approval: 3/8/19
Final Approval: 3/11/19

Parent/Teacher Conference

Traditional Elem 3/6 & 3/7

(Comp Day 3/8)

YRE Tracks C&D 3/11-3/15

(If PTC is missed, leave day is recorded on 3/9)

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.