JORDAN SCHOOL DISTRICT

Payroll

Important Payroll dates for March 2020

Payroll Due: including all February absences and approvals	3/3
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

True Time Deadlines for Pay Period 2/3/2020 – 3/1/2020

Employee Final Submittal:	3/4/20
First Approval:	3/6/20
Final Approval:	3/10/20

Parent/Teacher Conference

Traditional Elem (Comp Day 3/13)	3/11 & 3/12
YRE Tracks A,C,D (If PTC is missed, leave day is recorded on 3/14)	3/9-3/13
Track B (If PTC is missed, leave day is recorded on 4/4)	3/30-4/3

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.