

March 2022

payroll.jordandistrict.org

Parent Teacher Conference

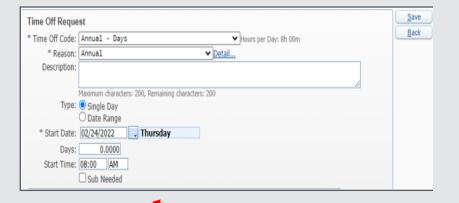
 Traditional Elementary (Comp Day Mar 18) Mar 16-17

DP 335

Annual leave days may not be used during parent teacher conferences.

Time Off Instructions

Note: Employees should enter time off through their Employee Access. If a substitute is needed- click the sub button that will take you directly to Frontline to request a substitute.



Payroll Due Mar 2
Direct Dep Changes by Mar 13
View Paycheck Mar 23
Pay Day Mar 25

True Time Deadlines

Date Range Feb 7 – Mar 6

Employee Submittal Mar 9 First Approval Mar 11 Final Approval Mar 15

Grade Transmittal Day

All Levels Mar 25

*All 206, 242 and 245 employees must record a leave day if not in attendance.