



payroll.jordandistrict.org

Parent Teacher Conference

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

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.

Time Off Request Save

* Time Off Code: Annual1 - Days Hours per Day: 8h 00m

* Reason: Annual1 Detail...

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 02/24/2022 Thursday

Days:

Start Time: 08:00 AM

Sub Needed

