

Important Payroll dates for May 2017

Payroll Due: <u>including all April absences and approvals</u>	May 2
Last day to change direct deposit accounts	May 11
** 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	May 23
** Strongly recommended	
Payday	May 25

True Time Deadlines for Pay Period
April 3 – April 30, 2017

Employee Final Submittal:	5/3/17
First Approval:	5/5/17
Final Approval:	5/11/17

Memorial Day Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
All Schools/Departments	May 29, 2017

As per DP 335(B): Employees who have not been approved by Human Resources to use 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.