

Important Payroll Dates for May 2018

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

True Time Deadlines for Pay Period
April 2 – May 6, 2018

Employee Final Submittal:	5/9/18
First Approval:	5/11/18
Final Approval:	5/14/18

Memorial Day Recess

School Holiday

Traditional/Departments

Date of Holiday

May 28, 2018

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.

All Schools Last Five Days

Traditional (May 25-June 1)
 May 25 & 29 – Personal leave day
 Track A (June 1-7)
 Track B, C, D (June 27-July 3)

Date

*Graduation – May 31, 2018

DP335(D): Personal leave shall not be taken during the last five days that students are in school unless listed as an exception in policy.