

Important Payroll Dates for May 2019

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 22
** Strongly recommended	
Payday	May 24

True Time Deadlines for Pay Period
April 1 – May 5, 2019

Employee Final Submittal:	5/8/19
First Approval:	5/10/19
Final Approval:	5/13/19

Memorial Day Recess

School Holiday

All Schools/Departments

Date of Holiday

May 27, 2019

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 \$105 or classified 40% of their daily rate).

Please refer to policy for further clarification.

All Schools Last Five Days

Traditional (May 24-May 31)

May 24 & 28 – Personal leave day (lottery)

Track A (May 30-June 5)

Track B, C, D (June 26-July 2)

Date

*Graduation – May 30, 2019

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.