



Middle schools are now given the option to transmit their payroll electronically to the Payroll Department by scanning documents, with a scanner, and then emailing to the Payroll Department. To protect the employees' personal information, please use the District encrypted email called Movelt.

- Time sheets and all payroll documents can be emailed to Carolyn Bevan at carolyn.bevan@jordandistrict.org.
- Payroll will forward time sheets to the applicable departments for review and signatures using Movelt.
- If Payroll documents were emailed to Payroll, Do Not send original documents as this could cause duplicate pay.
- Employees should use the True Time system, whenever possible, to record their time for any extra jobs, rather than using paper time sheets.

As you are already aware, Payroll has been continually changing and becoming more efficient using technology. Because of these many payroll changes, and to avoid conflicting information between departments and schools regarding payroll, we ask that you please clarify or discuss any payroll issues and/or concerns through the Payroll Department.

We thank you for your continued support, suggestions, and especially for your hard work in helping Payroll run smoothly each month. If you have any questions, please contact Sarah Palmer, Payroll Director, at 801-567-8154 or email sarah.palmer@jordandistrict.org.