

Important Payroll dates for November 2016:

Payroll Due:	Nov 2
Last day to change direct deposit accounts	Nov 9
** 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	Nov 21
** Strongly recommended	
Payday	Nov 23
Payroll Department will be closed for Thanksgiving Recess	Nov 24-25

True Time Deadlines for Pay Period
October 3 – November 6, 2016

Employee Final Submittal:	11/9/16
First Approval:	11/11/16
Final Approval:	11/14/16

Utah Retirement Systems offers free individual retirement planning and seminars at your school or department.

Please refer to the attached flyers.

For all retirement questions contact
 Pauli Young in Payroll.
 (801) 567-8156
pauli.young@jordandistrict.org

Thanksgiving Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
*All YRE, 228, 233, 242, 245 contracts * <i>These employees must record a leave day if not in attendance on Nov 23rd</i> (<i>Traditional school principals may use a vacation day as this is a non-student day</i>)	November 24-25, 2016
180, 184, 204, 206, 225 contracts	November 23-25, 2016

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

Parent/Teacher Conference

Traditional Elem (<i>Comp Day Nov 11</i>)	Nov 9-10
YRE Tracks A,B,C (<i>Comp Day for A & B Nov 19, Comp Day for C Nov 12</i>)	Nov 7-11
Track D (<i>Comp Day Nov 19</i>)	Nov 28-Dec 2

As per DP 335 & DP 370: Licensed employees may not use a personal or alternative leave day if absent from parent teacher conferences. They may use a sick day or a no-pay day if applicable. The absence should be entered on the comp day.

FREE URS INDIVIDUAL RETIREMENT PLANNING

Pull Up a Chair

Let us help you plan for a better future with a one-on-one session.

Where are you now
in terms of retirement
readiness?

Where do you
want to be?

How will you
get there?



Which pension
payment option
should you choose?

Which Tier 2 Plan
should you choose?

Which investment
options are right
for you?



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Log in to myURS at www.urs.org
Click "Education"
It's in the top-right corner of the myURS homepage. Next, click "Individual Retirement Planning Sessions" from the menu at left.

Education

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Please bring...

- » Your estimated annual income
- » Retirement account statements (including non-URS)
- » Social Security Statement (get yours at www.ssa.gov)