

**Important Payroll dates for November 2018:**

Payroll Due:	Nov 2
Last day to change direct deposit accounts	Nov 8
** 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 17
** Strongly recommended	
Payday	Nov 21
Payroll Department will be closed for Thanksgiving Recess	Nov 22-23

**True Time Deadlines for Pay Period**

**10/1/18 – 11/4/18**

<b>Employee Final Submittal:</b>	<b>11/7/18</b>
<b>First Approval:</b>	<b>11/9/18</b>
<b>Final Approval:</b>	<b>11/12/18</b>

**Thanksgiving Recess**

<b><u>School Holiday</u></b>	<b><u>Date of Holiday</u></b>
*All YRE, 228, 233, 242, 245 contracts	Nov 22-23
<i>*These employees must record a leave day if not in attendance on Nov 21st (Traditional school principals may use a vacation day as this is a non-student day)</i>	
180, 184, 204, 206, 225 contracts	Nov 21-23

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 \$105 or classified 40% of their daily rate). Please refer to policy for further clarification.

**Parent/Teacher Conference**

Traditional Elem ( <i>Comp Day Nov 9</i> )	Nov 7-8
Track D ( <i>Comp Day Nov 17</i> )	Nov 12-16

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.