

Important Payroll dates for November 2019:

Payroll Due:	Nov 4
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 21
** Strongly recommended	
Payday	Nov 25
District Office will be closed for Thanksgiving Recess	Nov 28-29

True Time Deadlines for Pay Period
10/7/19 – 11/3/19

Employee Final Submittal:	11/6/19
First Approval:	11/8/19
Final Approval:	11/12/19

Please inform new True Time employees of these deadlines.

Thanksgiving Recess

School Holiday

Date of Holiday

*242, 245 contracts Nov 28-29
**These employees must record a leave day if not in attendance on Nov 27th
 (Traditional school principals may use a vacation day as this is a non-student day)*

YRE, Trad, 206 contracts Nov 27-29

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 \$116 or classified 40% of their daily rate). Please refer to policy for further clarification.

Parent/Teacher Conference

Traditional Elem (<i>Comp Day Nov 8</i>)	Nov 6-7
YRE Tracks A,B,C (<i>Comp Day Nov 9</i>)	Nov 4-8
YRE Track D (<i>Comp Day Nov 23</i>)	Nov 18-22

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.