

**Important Payroll dates for November 2020**

Payroll Due:	11/3/20
Last day to change direct deposit accounts	11/10/20
** 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	11/21/20
** Strongly recommended	
Payday	11/25/20
District Office will be closed for Thanksgiving Recess	11/26-11/27/20

**True Time Deadlines for Pay Period**  
**10/5/20 – 11/1/20**

<b>Employee Final Submittal:</b>	<b>11/4/20</b>
<b>First Approval:</b>	<b>11/6/20</b>
<b>Final Approval:</b>	<b>11/10/20</b>

**Please inform new True Time employees of these deadlines.**

**Thanksgiving Recess**

**School Holiday**

**Date of Holiday**

\*YRE, 242, 245 contracts  
 Nov 26-27  
*\*These employees must record a leave day if not in attendance on Nov 25th  
 (Traditional school principals may use a vacation day as this is a non-student day)*

Traditional, 206 contracts  
 Nov 25-27

As per DP 335(B): Employees who have not been approved by Human Resources for using an annual/personal day before and after a holiday may be docked (certified \$131 or classified 40% of their daily rate). Please refer to policy for further clarification.

**Parent/Teacher Conference**

Traditional Elem ( <i>Comp Day Nov 13</i> )	Nov 9-12
YRE Tracks A,B,C ( <i>Comp Day Nov 7</i> )	Nov 2-6
YRE Track D ( <i>Comp Day Nov 21</i> )	Nov 16-20

As per DP 335 & DP 370: Licensed employees may not use a personal or annual 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.