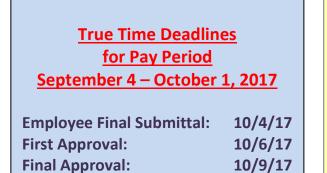


Important Payroll dates for October 2017

Payroll Due	October 3
Last day to change direct deposit accounts	October 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 ** Strongly recommended	October 19
Payday	October 25



Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

YRE Tracks A,B,C Oct 23-27 (Comp Day for A&B Nov 18, Comp Day for C Nov 4)

Middle School (Comp Day Oct 13) Oct 11-12

As per DP335 & DP370:

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.

Fall Recess

School Holiday

All Employees

Date of Holiday

October 19-20, 2017

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.