

Important Payroll dates for October 2017

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| 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 | October 19 |
| ** Strongly recommended | |
| Payday | October 25 |

**True Time Deadlines
for Pay Period**

September 4 – October 1, 2017

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|---------------------------|---------|
| Employee Final Submittal: | 10/4/17 |
| First Approval: | 10/6/17 |
| Final Approval: | 10/9/17 |

Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

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| YRE Tracks A,B,C | Oct 23-27 |
| (Comp Day for A&B Nov 18, Comp Day for C Nov 4) | |
| Middle School | Oct 11-12 |
| (Comp Day Oct 13) | |

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

Date of Holiday

All Employees

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.