

Important Payroll dates for October 2018

Payroll due	October 2
Last day to change direct deposit accounts	October 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	October 23
** Strongly recommended	
Payday	October 25

**True Time Deadlines
for Pay Period
9/3/18 – 9/30/18**

Employee Final Submittal:	10/3/18
First Approval:	10/5/18
Final Approval:	10/8/18

Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

YRE Tracks A,B,C (Comp Day Oct 27)	Oct 22-26
Middle School (Comp Day Oct 5)	Oct 3-4

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 18-19, 2018

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.