

Important Payroll dates for October 2019

Payroll due	October 2
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 23

True Time Deadlines
for Pay Period
9/2/19 – 10/6/19

Employee Final Submittal: 10/9/19
First Approval: 10/11/19
Final Approval: 10/15/19

Please inform new True Time employees of these deadlines.

Fall Recess

School Holiday

Date of Holiday

*All YRE, 242, 245 contracts October 24-25, 2019
**These employees must record a leave day if not in attendance on Oct 21-23*
(Traditional school principals may use vacation days, as these are non-student days)

Traditional, 206-day contracts October 21-25, 2019

As per DP 335: Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$109 or classified 40% of their daily rate).

Please refer to policy for further clarification.