

Important Payroll dates for October 2020

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 20
** Strongly recommended	
Payday	October 22

True Time Deadlines for Pay Period 9/7/20 - 10/4/20

Employee Final Submittal: 10/7/20 10/9/20 **First Approval: Final Approval:** 10/13/20

Please inform new True Time employees of these deadlines.

Fall Recess

School Holiday

*All YRE, 242, 245 contracts

*These employees must record a leave day if not in attendance on Oct 22 or 26 (Traditional school principals may use vacation days, as these are non-student days)

Traditional, 206-day contracts

As per DP 335: 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.

*Traditional Grade Transmittal Day

October 26, 2020

*All 206, 242 and 245 employees must record a leave day if not in attendance. *Traditional principals may use a vacation day, as this is a non-student day. *This is a paid contract day for 179-day year-round employees therefore, a leave day must be recorded if not in attendance.

Date of Holiday

October 23, 2020

October 19-23, 2020