



payroll.jordandistrict.org

Winter Recess

- All Traditional, 206/207 contracts Dec 20-31
-Dec 17th day before holiday
-Jan 3rd day after holiday
- All 242, 245 contracts Dec 23-31
*245-day employees are on contract Dec 28, 29, 30
-Dec 22nd day before holiday
-Jan 3rd day after holiday

DP 335NEG and DP335B

Contracted employees using an Annual/Personal leave day before or after a holiday for any reason not listed in DP335NEG or DP335B, or that has not been approved through the HR lottery, will be docked.

(Licensed \$138 or ESP 40% of daily rate)

If applicable, please note the specific reason from the policy when recording the leave day in Skyward.

Please refer to policy for further clarification.

December 2021

Payroll Due	Dec 2
Direct Dep Changes by	Dec 8
View Pay Check	Dec 18
Pay Day	Dec 22

True Time Deadlines

Date Range Nov 1 – Dec 5

Employee Submittal	Dec 8
First Approval	Dec 10
Final Approval	Dec 13

W2 OPT OUT

Don't forget to Opt Out of your District printed W2 through your Employee Access on Skyward.

Deadline: Midnight Dec 12th

Prizes will be held on Dec 13th