



December 2022

payroll.jordandistrict.org

Winter Recess

- All Traditional, 206/207 contracts Dec 22-Jan 2
- All 242, 245 contracts Dec 26-Jan 2

**245-day employees are on contract Dec 27, 28, 29*

As Per DP335(B) and DP335 NEG:
Contracted employees who have not been approved by Human Resources for using an annual/personal day before or after a holiday may be docked (licensed \$144 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy.

An explanation of exception must be written in the time off description box.

Please refer to policy for further clarification.

Payroll Due	Dec 2
Direct Dep Changes by	Dec 8
View Pay Check	Dec 21
Pay Day	Dec 23

True Time Deadlines

Date Range Nov 7 – Dec 4

Employee Submittal	Dec 7
First Approval	Dec 9
Final Approval	Dec 13

Substitute Deadlines Semi Monthly

Date Range Nov 16 - 30

School Deadline	Dec 1
Dept Deadline	Dec 2 (noon)
Pay Day	Dec 9

Date Range Dec 1 – Dec 15

School Deadline	Dec 16
Dept Deadline	Dec 19 (noon)
Pay Day	Dec 23