



# February 2023

[payroll.jordandistrict.org](http://payroll.jordandistrict.org)

## School Holidays

- Washington & Lincoln Day Recess Feb 20

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	Feb 2
Direct Dep Changes by	Feb 9
View Pay Check	Feb 22
Pay Day	Feb 24

## **True Time Deadlines**

Date Range Jan 2 – Feb 5

Employee Submittal	Feb 8
First Approval	Feb 10
Final Approval	Feb 14

## **Health & Wellness Virtual Day Feb 10**

All employees must record a leave day if absent.

## **Substitute Deadlines Semi Monthly**

Date Range Jan 16 - 31

School Deadline	Feb 1
Dept Deadline	Feb 2 (noon)
Pay Day	Feb 10

Date Range Feb 1-15

School Deadline	Feb 16
Dept Deadline	Feb 17 (noon)
Pay Day	Feb 24

## Parent/Teacher Conference

Elementary (evening) Feb 22 & 23  
(comp day Feb 24)

Middle & High (evening) Feb 15 & 16  
(comp day Feb 17)

## DP335NEG

Annual leave days may not be used during parent/teacher conferences.