



# January 2023

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

## School Holidays

- New Year's Day Jan 1  
(Jan 2 Observed)
- Martin Luther King Jr. Jan 16

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	Jan 4
Direct Dep Changes by	Jan 10
View Pay Check	Jan 21
Pay Day	Jan 25

## **True Time Deadlines**

Date Range Dec 5 – Jan 1

Employee Submittal	Jan 4
First Approval	Jan 6
Final Approval	Jan 10

Grade Transmittal Day Jan 17

\*All 206, 242 and 245 employees must record a leave day if not in attendance.