



payroll.jordandistrict.org

Last Five Days of School

May 31 – June 2

As per DP335(B) and DP335 NEG:

Annual/Personal leave shall not be taken during the last five days that students are in school unless listed as an exception in policy. An explanation of the exception must be written in the time off description box.

Payroll Due	June 2
Direct Dep Changes by	June 7
View Paycheck	June 21
Pay Day	June 23

True Time Deadlines

Date Range May 1 – June 2

Employee Submittal	June 2
First Approval	June 2
Final Approval	June 2

Substitute Deadlines

Date Range May 16- June 2

School Deadline	June 5
Dept Deadline	June 6 (noon)
Pay Day	June 9