



Important Payroll Information

June 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: JUNE 3RD

VIEW YOUR PAYCHECK: JUNE 23RD

PAYDAY: JUNE 25TH



Memorial Day - May 26

Critical Days: May 23 & May 27

As per DP335(B) and DP335 NEG: Licensed & ESP employees who have not been approved by Human Resources for using an annual/personal day on Critical Days may be docked (licensed \$161 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy. If applicable, the reason & the policy exception must be written in the time off description box.

View the Critical Days FAQ [here](#).

Last Day of School is June 6th

Please ensure all True Time & Time Off is submitted on your last working day.

Last 5 Days of School June 2 - June 6

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.

True Time Deadlines:

Pay Period: 5/5/25-6/1/25

EMPLOYEES: Please submit your timesheets at the end of each work week

APPROVERS: Please ensure you are approving time sheets weekly for accuracy

Sub Payroll Deadlines

Pay Period: 5/16-5/30

Due: 6/2

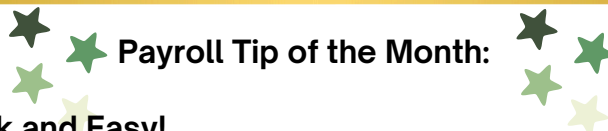
Payday: 6/10

Pay Period: 6/2-6/6

Due: 6/9

Payday: 6/25

SCHOOLS: Please ensure Subs are verified weekly



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