



Important Payroll Information

March 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: MARCH 4TH
VIEW YOUR PAYCHECK: MARCH 21ST
PAYDAY: MARCH 25TH



Professional Development Day - March 14

All contracted employees must record a leave day if not in attendance

Grade Transmittal Day - March 31

All 206, 242 & 245 employees must record a leave day if not in attendance

Spring Recess:

Traditional, 206 day contracts - April 1-4

242, 245 contracts - April 3-4

Critical Days - March 28 & April 7

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](#).

Sub Payroll Deadlines

Pay Period: 2/18-2/28

Due: 3/3

Payday: 3/10

Pay Period: 3/3-3/13

Due: 3/14

Payday: 3/25

SCHOOLS: Please ensure Subs are verified weekly

True Time Deadlines:

Pay Period: 2/3-3/2/25

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

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

