



# May 2022

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

## Annual/Personal Leave Day Before and After Holiday

Memorial Day Recess	May 30
Day Before and After Holiday	May 27 and 31

As per DP335(B) and DP335 NEG: Employees who have not been approved by Human Resources for using an annual/personal day before and after a holiday may be docked (licensed \$138 or ESP 40% of their daily rate) **unless listed as an exception in policy. An explanation of the exception must be written in the time off description box.**

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## Annual/Personal Leave Day Last Five Days of School

Last Five Days of School	June 1-3
Last Day of School	June 3

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 Deadlines

Payroll Due	May 3
Direct Dep Changes	May 11
View Paycheck	May 21
Pay Day	May 25

### True Time Deadlines

**Date Range Apr 4 – May 1**

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

### Substitute Deadlines Semi Monthly

**Date Range Apr 16 - Apr 30**

School Deadline	May 2
Dept Deadline	May 3 (noon)
Pay Day	May 10

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**Date Range May 1 - May 15**

School Deadline	May 16
Dept Deadline	May 17 (noon)
Pay Day	May 25