



## September 2023

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

### School Holiday – Labor Day – Sep 4

- Critical Days Sep 1 & Sep 5

As Per DP335(B) and DP335 NEG:  
Contracted employees who have not been approved by Human Resources for using an annual/personal day on **Critical Days** may be docked (licensed \$156 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy.

**An explanation of the exception must be written in the time off description box.**

Please refer to policy for further clarification.

### Parent Teacher Conference

- Middle & High School Sept 27 & 28

As per DP335(B) and DP335 NEG:  
Annual/Personal leave shall not be used during Parent Teacher Conferences.

Payroll Due	Sep 5
Direct Dep Changes by	Sep 10
View Paycheck	Sep 21
Pay Day	Sep 25

#### True Time Deadlines

Date Range Aug 7 – Sep 3

Employee Submittal	Sep 6
First Approval	Sep 8
Final Approval	Sep 12

#### Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Aug 21-Aug 31	Sep 1	Sep 8
Sep 1-Sep 15	Sep 15	Sep 25