



Important Payroll Information

February 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: FEBRUARY 4TH

VIEW YOUR PAYCHECK: FEBRUARY 21ST

PAYDAY: FEBRUARY 25TH



Health & Wellness Virtual Day - February 7
All employees must record a leave day if absent

School Holidays

Washington & Lincoln Day Recess - February 17
Critical Days - February 14 & 18

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](#).

Spring Parent Teacher Conferences

Elementary - February 19 & 20
Teacher Comp Day - February 21

Middle & High - February 12 & 13
Teacher Comp Day - February 14

As Per DP335 NEG:
Annual/Personal leave shall not be used during Parent Teacher Conferences.
If Parent Teacher Conference is missed, a leave day (sick or No Pay) should be entered on the Comp Day.

Sub Payroll Deadlines

Pay Period: 1/16-1/31
Due: 2/3
Payday: 2/10

Pay Period: 2/3-2/14
Due: 2/14
Payday: 2/25

SCHOOLS: Please ensure Subs are verified weekly

True Time Deadlines:

Pay Period: 1/6-2/2/25

EMPLOYEES: Please submit your timesheets at the end of each work week
APPROVERS: Please ensure you are approving time sheets weekly for accuracy

