



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

## Thanksgiving Recess

- All Traditional, 206/207 contracts      Nov 23-25
- All 242, 245 contracts                      Nov 24-25

As Per DP335(B) and DP335 NEG: Contracted employees who have not been approved by Human Resources for using an annual/personal day before and after a holiday may be docked (licensed \$144 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.

Please refer to the policy for further clarification.

### Payroll Deadlines

Payroll Due	Nov 2
Direct Dep Changes by	Nov 9
View Pay Check	Nov 19
Pay Day	Nov 23

### True Time Deadlines

Date Range Oct 3 – Nov 6

Employee Submittal	Nov 9
First Approval	Nov 11
Final Approval	Nov 14

### Substitute Deadlines Semi Monthly

Date Range Oct 17 - 31

School Deadline	Nov 1
Dept Deadline	Nov 2 (noon)
Pay Day	Nov 10

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Date Range Nov 1 – Nov 15

School Deadline	Nov 16
Dept Deadline	Nov 17 (noon)
Pay Day	Nov 23