



Website: [payroll.jordandistrict.org](http://payroll.jordandistrict.org)  
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## DECEMBER 2023

### Winter Recess

Traditional and 206 contracts	Dec 22 – Jan 1
242 contracts	Dec 25 – Jan 1
245 contracts	Dec 25, 26 & Jan 1

\*Work resumes for all employees on Jan 2, 2024  
(Professional Day, no students - If absent, a leave day is required in Skyward)

### Critical Days

Licensed	Dec 21 only
ESP	Dec 21 & Jan 3

As Per DP335B and DP335NEG: Licensed and ESP employees using an Annual/Personal leave day on **Critical Days will be docked** (Licensed \$156 or ESP 40% of their daily rate) unless the leave **reason and the policy exception are written in the time off description box.**

Please refer to policy for further clarification.

Payroll Due	Dec 4
Direct Dep Changes by	Dec 8
View Paycheck	Dec 20
Pay Day	Dec 22

**\*The Payroll Dept will be closed at the end of Dec 22-Jan 1**

### True Time Deadlines

Date Range Nov 6 – Dec 3

**\*True Time should be submitted and approved weekly**

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

### Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Nov 16-Nov 30	Dec 1	Dec 8
Dec 1-Dec 15	Dec 15	Dec 22