



Website: payroll.jordandistrict.org
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JANUARY 2024

School Holidays

Winter Recess/New Year's Day 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

ESP only Jan 3

Martin Luther King Jr Jan 15

Critical Days

Licensed Jan 12
ESP Jan 12 & 17

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	Jan 3
Direct Dep Changes by	Jan 9
View Paycheck	Jan 23
Pay Day	Jan 25

True Time Deadlines

Date Range Dec 4 – Dec 31

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

Employee Submittal	Jan 3
First Approval	Jan 5
Final Approval	Jan 9

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Dec 18-21	Jan 2	Jan 10
Jan 3-12	Jan 16	Jan 25

Grade Transmittal Day

Jan 16

All 206, 242 and 245 employees must record a leave day if not in attendance.