



Website: payroll.jordandistrict.org
Email: payroll@jordandistrict.org

MARCH 2024

Spring Recess

Traditional, 206 day contracts	Mar 26-29
242, 245 contracts	Mar 28-29

Critical Days

Licensed & ESP	Mar 22 & Apr 1
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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.

Grade Transmittal Day

All Levels	Mar 25
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All 206, 242 and 245 contract employees must record a leave day if not in attendance.

Payroll Due	Mar 4
Direct Dep Changes by	Mar 10
View Paycheck	Mar 21
Pay Day	Mar 25

True Time Deadlines

Date Range Feb 5 – Mar 3

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

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

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Feb 16-29	Mar 1	Mar 8
Mar 1-15	Mar 15	Mar 25