



Website: payroll.jordandistrict.org
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NOVEMBER 2023

Thanksgiving Recess

All Traditional, 206/207 contracts	Nov 22-24
All 242, 245 contracts	Nov 23-24

Critical Days

All Licensed and ESP employees	Nov 21 & Nov 27
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As Per DP335(B) and DP335NEG: Contracted employees who have not been approved by Human Resources for using an annual/personal day on **Critical Days** may be docked (Licensed \$156 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy.

An explanation of the exception must be written in the time off description box.

Please refer to policy for further clarification.

Payroll Due	Nov 2
Direct Dep Changes by	Nov 8
View Paycheck	Nov 18
Pay Day	Nov 22

***The Payroll Dept will be closed Nov 23-24**

True Time Deadlines

Date Range Oct 2 – Nov 5

Employee Submittal	Nov 8
First Approval	Nov 10
Final Approval	Nov 14

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Oct 16-Oct 31	Nov 1	Nov 10
Nov 1-Nov 15	Nov 15	Nov 22