

Revised

JORDAN SCHOOL DISTRICT
Payroll 

Important Payroll dates for January 2017:

Payroll due	1/4/17
Last day to add, close or change direct deposit accounts ** Please let Payroll know immediately if you close your account or make any changes to your account	1/10/17
Paychecks available for viewing in Employee Access	1/23/17
Payday	1/25/17

Employee Final Submittal: 1/4/17
True Time Deadlines for Pay Period 12/5/16 – 01/01/17
First Approval: 1/6/17
Final Approval: 1/12/17

Payroll will no longer be sending Principal Payroll Sheets.

Use of Personal Leave Days before/after School Holiday

<u>School Holiday/Date</u>	<u>Dates</u>
1. New Year's (observed 1/2/17)	1/3/17
2. Martin Luther King 1/16/17	1/13/17 only

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$92 or classified 40% of their daily rate). Please refer to policy for further clarification.

*Traditional Grade Transmittal Day and Year Round Professional Development Day 1/17/17

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

**Traditional principals may use a vacation day as this is a non-student day*

**This is a paid contract day for 176-day year round employees, therefore, a leave day must be recorded if not in attendance.*