

Important Payroll dates for September 2017:

Payroll Due:	September 5
Last day to change direct deposit accounts	September 8
** Please let Payroll know of any changes to your account after this date. Any bank account changes will affect your check on payday.	
Paychecks available for viewing in Employee Access	September 21
** Strongly recommended	
Payday	September 25

**True Time Deadlines
for Pay Period
August 7 – September 3, 2017**

Employee Final Submittal: 9/6/17
First Approval: 9/8/17
Final Approval: 9/11/17

Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

High School Sep 27

As per DP335 & DP370:
 Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. They may use a sick day or a no-pay day if applicable.

Labor Day Recess

School Holiday

Date of Holiday

All Employees

September 4, 2017

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.