

Important Payroll dates for September 2019

Payroll Due:	9/4/19
Last day to change direct deposit accounts	9/11/19
** 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	9/21/19
** Strongly recommended	
Payday	9/25/19

True Time Deadlines for Pay Period 8/5/19 – 9/1/19

Employee Final Submittal: 9/4/19
First Approval: 9/6/19
Final Approval: 9/10/19

Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

High School	9/25
Middle School	9/25 & 9/26
(Comp Day 9/27)	

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

9/2/19

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 \$109 or classified 40% of their daily rate).

Please refer to policy for further clarification.