

Important Payroll dates for September 2020

Payroll Due:	9/2/20
Last day to change direct deposit accounts	9/10/20
** 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	9/23/20
** Strongly recommended	
Payday	9/25/20

True Time Deadlines
for Pay Period
8/3/20 – 9/6/20

Employee Final Submittal: 9/9/20
First Approval: 9/11/20
Final Approval: 9/15/20

Please inform new True Time employees of these deadlines.

Parent/Teacher Conference

Middle & High School 9/21 - 9/24 (TBD)
 (Comp Day 9/25)

As per DP335:

Licensed employees may not use an annual or personal leave day if absent from parent/teacher conferences. They may use a no-pay day if applicable.

Labor Day Recess

School Holiday

Date of Holiday

All Employees

9/7/20

As per DP 335(B): Employees who have not been approved by Human Resources for using an annual day or a personal day before and after a holiday may be docked (certified \$131 or classified 40% of their daily rate).

Please refer to policy for further clarification.