IMPORTANT: Payroll Deadlines & Skyward Qmlativ Transition

Jordan School District is upgrading the payroll, finance, and HR system from **Skyward SMS to Skyward Qmlativ**. To facilitate this data migration, there will be significant Skyward Finance downtime and several temporary, modified deadlines. Please review the schedule below carefully to ensure your time is recorded and paid correctly.

⌛ Payroll Phase 1: Closing Out Skyward SMS (April 19 – April 23)

All "True Time" data must be finalized before the migration. **True Time that has not been fully approved and paid will not carry over to Qmlativ.**

- **April 19:** Last day to enter/submit all True Time in Skyward SMS (for time worked through April 19).
- **April 20:** Last day for all approvers to approve True Time in Skyward SMS (TT that is not approved and paid will not carry over to Qmlativ and will not be available after this date).
- **April 23 (Final SMS Payday):** Contract pay, sub pay from April 1–15, and True Time through April 5 paid as usual.
  - **Note:** True Time for April 6–19 will also be paid on this check, resulting in a **larger paycheck than usual**.
  - Last day to enter/approve Time Off in Skyward SMS.

🛠️ Payroll Phase 2: Skyward SMS available & Manual Tracking (April 24 – May 10)

The Skyward SMS system will be **down** during this window.

- **April 20 – May 10:** Employees must **manually track** True Time. A Google time card will be available on Payroll's website (payroll.jordandistrict.org) for tracking TT on the home page, or each location can create their own. Employees will record this data into the new Qmlativ system once it opens on May 11.
- **April 24 – May 5:** Total Skyward Finance downtime for the Qmlativ transition.
- **May 5:** Payroll department data review (Qmlativ remains closed to end users).
- **May 8: NO SEMI-MONTHLY PAYROLL FOR SUBS.** Sub pay from April 16-30 is delayed until May 22 due to the transition.

🚀 Payroll Phase 3: Launching Skyward Qmlativ (May 11 – May 22)

Welcome to the new system! "True Time" is now officially called **Time Tracking**.

- **May 11:** Qmlativ opens for all users for **Time Tracking** and **Time Off** requests.
- **May 12**: Time Tracking first approvals due for Apr 20 - May 3
- **May 13**: Time Tracking final approvals due for Apr 20 - May 3
- **May 22 (First Qmlativ Payday):**
  - **Time Tracking:** Covers April 20 – May 3. Because previous time was paid early on April 23, this will be a **smaller paycheck than usual.**
  - **Subs:** Will receive a **larger check** covering April 16 – May 15 plus the April sub bonus.

Summary of Key Payroll Dates

Date	Significance	Action Needed
April 19	True Time Deadline	Last day to enter and submit all hours worked through April 19 in SMS.
April 20	True Time Approval Deadline	Last day to approve True Time through April 19 in SMS. Any unapproved and unpaid TT will not carry over to Qmlativ and will not be available..
April 23	Final SMS Payday	Includes early payout of April 6–19 True Time with larger paycheck than usual.
Apr 24 – May 10	Skyward Finance Down	No access to Skyward SMS or Qmlativ.
May 8	No Sub Pay	No semi-monthly payroll will occur on this date. Sub pay will be on May 22.
May 11	Go-Live	Start using Qmlativ for Time Tracking (True Time) and Time Off. Employees must add their manually tracked TT from April 20 - May 10.
May 12	Time Tracking 1st Approval Deadline	TT from April 20 - May3 must be approved to be paid on May 22.
May 13	Time Tracking Final Approval Deadline	TT from April 20 - May 3 must be approved to be paid on May 22.
May 22	First Qmlativ Payday	Regular contract pay, catch-up pay for subs with larger paycheck than usual, smaller paycheck than usual for Time Tracking.