JORDAN SCHOOL DISTRICT
Payroll U

True Time Deadlines
2018-19

Payday	Pay Period	EMPLOYEE Final Submission Deadline	1ST APPROVER Final Approval Deadline	2nd APPROVER Final Approval Deadline
07/25/18	6/4/18 - 6/30/18	07/05/18	07/09/18	07/11/18
08/24/18	7/1/18 - 8/5/18	08/08/18	08/10/18	08/13/18
09/25/18	8/6/18 - 9/2/2018	09/05/18	09/07/18	09/10/18
10/25/18	9/3/2018 - 9/30/2018	10/03/18	10/05/18	10/08/18
11/21/18	10/1/2018 - 11/4/18	11/07/18	11/09/18	11/12/18
12/20/18	11/5/18 - 12/2/2018	12/05/18	12/07/18	12/10/18
01/25/19	12/3/2018 - 1/6/2019	01/09/19	01/11/19	01/14/19
02/25/19	1/7/2019 - 2/3/2019	02/06/19	02/08/19	02/11/19
03/25/19	2/4/2019 - 3/3/2019	03/06/19	03/08/19	03/11/19
04/25/19	3/4/2019 - 3/31/2019	04/10/19	04/12/19	04/15/19
05/24/19	4/1/2019 - 5/5/2019	05/08/19	05/10/19	05/13/19
06/25/19	5/6/2019 - 6/2/2019	06/05/19	06/07/19	06/10/19

We recommend that **employees** submit their time on the last day worked each week before going home to avoid missing deadlines, and that First **approvers** (secretaries, custodians, nutrition managers) approve on a weekly basis to ensure accurate time is being reported.