

JORDAN SCHOOL DISTRICT
Payroll 

Beginning this new school year, the Payroll Department will no longer accept paper time sheets for current True Time employees. Using True Time for all of their pay (even for one hour) will:

- Prevent duplicate pay and overlapping time
- Avoid lost time sheets
- Keep personal information secure in the system
- Track all hours worked as required by Utah Retirement Systems and overtime pay laws
- Assist in the accuracy and efficiency of budget reporting

Please email [keelee.leuluai@jordandistrict.org](mailto:keele.leuluai@jordandistrict.org) (preferred), or call Payroll to set up the proper pay code(s) for True Time. Time sheets received in Payroll for current True Time employees during the school year will be returned, and Payroll will assist and train the employees on how to enter the information from the time sheet into True Time (pool hours, testing, playground, etc).

Please let all current True Time employees at your location know of these changes.

Due to reporting requirements, the following currently do not use True Time: insulin shots, Home & Hospital, USTAR, athletic and activity differentials, and Camps & Clinics (high schools).

Please contact Payroll if you have concerns so we can better accommodate your needs.

We appreciate your ongoing support and assistance in paying Jordan District employees.