



Payroll News

June 2024

payroll.jordandistrict.org

payroll@jordandistrict.org

PAYROLL DUE: JUNE 4 **PAYDAY: JUNE 25**

Direct Deposit changes: Submit by June 10th

View your Paycheck: June 21

Direct Deposit is required!

To sign up for or update your Direct Deposit you can do so via
Employee Access: [Direct Deposit Instructions](#)

**If you do not have direct deposit your check will be held in the
Payroll Department at the District Office for pickup**

Tax Season also means your W4 may need updated!

Print a blank [W4 form](#) directly from the [Payroll website](#) and send
via regular mail, district mail or drop it off at the District Office.
We ask that you please don't email them. You can update your
W4 at any time during the year!

TRUE TIME DEADLINES:
PAY PERIOD 5/6/24-6/2/24
EMPLOYEE FINAL SUBMITTAL: 6/5/24
FIRST APPROVAL: 6/7/24
FINAL APPROVAL: 6/11/24

Last working day for Elementary Assistants is June 7th

True Time Employees: MUST clock out and submit all of their True Time on their last
day of work this week, no later than Friday, June 7th.

True Time Approvers: Please approve all True Time by the end of day on Friday,
June 7th.