



Important Payroll Information

September 2024

Payroll Due: 9/4

View Your Paycheck: 9/21

Payday: 9/25



Labor Day Critical Days: 8/30 & 9/3

As per [DP335\(B\)](#) and [DP335 NEG](#): Employees may be docked for using annual leave on a Critical Day unless the leave reason is listed as an exception in policy. **If applicable, the reason & the policy exception must be written in the time off description box.** View the Critical Days FAQ [here](#)

Secondary Parent Teacher Conferences: 9/25 & 9/26

As per DP335(B) and DP335 NEG: Annual/Personal leave shall not be used during Parent Teacher Conferences. If Parent Teacher Conference is missed, a leave day (sick or No Pay) should be entered on the Comp Day 9/27

Elementary Professional Development Day: 9/27 - No Students

Sub Payroll Deadlines

Pay Period: 8/20-8/30

Due: 9/3

Payday: 9/10

Pay Period: 9/3-9/13

Due: 9/13

Payday: 9/25

SCHOOLS: Please ensure subs are verified weekly

True Time Deadlines:

Pay Period: 8/5-9/1

EMPLOYEES: Please submit your time sheets at the end of each week

APPROVERS: Please approve time sheets weekly for accuracy