



# Important Payroll Information

## November 2024

website: [payroll.jordandistrict.org](http://payroll.jordandistrict.org)

email: [payroll@jordandistrict.org](mailto:payroll@jordandistrict.org)

**PAYROLL DUE: NOVEMBER 4TH**

**VIEW YOUR PAYCHECK: NOVEMBER 21ST**

**PAYDAY: NOVEMBER 25TH**



**Professional Development Day:** 11/8 - No Students

**Thanksgiving Recess:**

All Traditional, 206/207 Contracts: 11/27-11/29

All 242, 245 Contracts: 11/28-11/29

**Critical Days: 11/26 & 12/2**

Applies to all Licensed & ESP Employees

As per DP335(B) and DP335 NEG: Licensed & ESP employees who have not been approved by Human Resources for using an annual/personal day on Critical Days may be docked (licensed \$161 or *ESP 40% of their daily rate*) 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](#).

**Direct Deposit is Required!**

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

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

Once you sign up for Direct Deposit on Skyward, please call Payroll and we will send your paycheck to your school or home.

**Sub Payroll Deadlines**

Pay Period: 10/16-10/31

Due: 11/1

Payday: 11/10

Pay Period: 11/1-11/15

Due: 11/15

Payday: 11/25

**SCHOOLS:** Please ensure Subs are verified weekly

**True Time Deadlines:**

Pay Period: 10/7-11/3

**EMPLOYEES:** Please submit your timesheets at the end of each work week

**APPROVERS:** Please ensure you are approving time sheets weekly for accuracy

