



Important Payroll Information

July 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: JULY 2ND

VIEW YOUR PAYCHECK: JULY 22ND

PAYDAY: JULY 25TH



July 25th is the first paycheck of the 2025-26 contract year for all 242 & 245 day employees.

Attendance Incentive will be paid on the July 25th paycheck for all eligible employees.

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](#)

District Office Closed:

July 4th - Independence Day

July 24th - Pioneer Day

True Time Deadlines:

Pay Period: 6/2/25 - 7/6/25

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

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

