



Important Payroll Information

September 2025

website: payroll.jordandistrict.org

email: payroll@jordandistrict.org

PAYROLL DUE: SEPTEMBER 3RD

VIEW YOUR PAYCHECK: SEPTEMBER 23RD

PAYDAY: SEPTEMBER 25TH



Labor Day - September 1

Critical Days - August 29 & September 2

Please familiarize yourself with the Critical Day Policy - this applies to all Licensed & ESP. **If applicable, the reason & the policy exception must be written in the time off description box.**

Parent Teacher Conferences

Middle & High School - September 24th & September 25th

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 September 26, 2025

Professional Development Day

Elementary Schools - September 26th (no students)

Sub Payroll Deadlines

Pay Period: 8/19-8/29

Due: 8/29

Payday: 9/10

Pay Period: 9/2-9/15

Due: 9/15

Payday: 9/25

SCHOOLS: Please ensure Subs are verified weekly.

True Time Deadlines

Pay Period 8/4/25-8/31/25

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

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

