



# Important September Paycheck Information for All Employees

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

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

With the beginning of the new school year comes new pay rates along with new deductions. All employees are encouraged to log in to Employee Access and review their salary placement, FTE, insurance premiums, deductions, name and address. This information can all be located under the [EMPLOYEE INFORMATION](#) tab.

Checks that are not direct deposit will be held in Payroll for pickup. You can sign up for direct deposit via employee access. Here are [DIRECT DEPOSIT SETUP INSTRUCTIONS](#).

Your actual paycheck is available to view up to two (2) days prior to payday each month in [CHECK HISTORY](#). If you have questions please contact the following:

Help Desk: 801-567-8737 (For Employee Access login & password)

Payroll: 801-567- 8154

Insurance: 801-567-8146

Human Resources: 801-567-8150