



# Important Payroll Information

**October 2025**

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

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

**PAYROLL DUE: OCTOBER 2ND**

**VIEW YOUR PAYCHECK: OCTOBER 20TH**

**PAYDAY: OCTOBER 22ND**



**PARENT TEACHER CONFERENCES - ELEMENTARY - October 1-2**

**COMP DAY - October 3**

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.

**PROFESSIONAL DEVELOPMENT DAY - SECONDARY - October 3 (no students)**

**GRADE TRANSMITTAL DAY - October 20 (no students)**

All 206, 242, 245 employees must record a leave day if not in attendance

## FALL RECESS

**All Traditional, 206, 207 Contracts - October 21 - October 24**

**All 242, 245 Contracts - October 23 - October 24**

## CRITICAL DAYS

**All Licensed and ESP Employees - October 17 & October 27**

Please familiarize yourself with the Critical Day Policy. If applicable, the reason & the policy exception must be written in the time off description box.



## Sub Payroll Deadlines

Pay Period: 9/16-9/30

Due: 9/30

Payday: 10/10

Pay Period: 10/1-10/15

Due: 10/15

Payday: 10/22

**SCHOOLS**: Subs should be verified weekly

## True Time Deadlines

Pay Period: 9/1-10/5

**EMPLOYEES**: Timesheets should be submitted weekly to be paid on time

**APPROVERS**: Timesheets should be verified and approved weekly