

JORDAN SCHOOL DISTRICT

Payroll

True Time Deadlines 2020-21

Payday	Pay Period	EMPLOYEE Final Submission Deadline	1ST APPROVER Final Approval Deadline	2nd APPROVER Final Approval Deadline
07/23/20	6/1/20 - 6/30/20	07/08/20	07/10/20	07/14/20
08/25/20	7/1/20 - 8/2/20	08/05/20	08/07/20	08/11/20
09/25/20	8/3/20 - 9/6/20	09/09/20	09/11/20	09/15/20
10/22/20	9/7/20 - 10/4/20	10/07/20	10/09/20	10/13/20
11/25/20	10/5/20 - 11/1/20	11/04/20	11/06/20	11/10/20
12/22/20	11/2/20 - 12/6/20	12/09/20	12/10/20	12/11/20
01/25/21	12/7/20 - 1/3/21	01/06/21	01/08/21	01/12/21
02/25/21	1/4/21 - 1/31/21	02/03/21	02/05/21	02/09/21
03/25/21	2/1/21 - 2/28/21	03/03/21	03/05/21	03/09/21
04/23/21	3/1/21 - 4/4/21	04/07/21	04/09/21	04/13/21
05/25/21	4/5/21 - 5/2/21	05/05/21	05/07/21	05/11/21
06/25/21	5/3/21 - 6/6/21	06/09/21	06/11/21	06/15/21

We recommend that **employees** submit their time on the last day worked each week before going home to avoid missing deadlines, and that First **approvers** (secretaries, custodians, nutrition managers) approve on a weekly basis to ensure accurate time is being reported.