

JORDAN SCHOOL DISTRICT
Payroll 

**True Time Deadlines
 2026-27**

| Payday | Pay Period | EMPLOYEE Final Submission Deadline | 1ST APPROVER Final Approval Deadline | 2nd APPROVER Final Approval Deadline |
|-----------------|-------------------|---|---|---|
| 07/23/26 | 6/1/26 - 7/5/26 | 07/08/26 | 07/10/26 | 07/14/26 |
| 08/25/26 | 7/6/26 - 8/2/26 | 08/05/26 | 08/07/26 | 08/11/26 |
| 09/25/26 | 8/3/26 - 9/6/26 | 09/09/26 | 09/11/26 | 09/15/26 |
| 10/21/26 | 9/7/26 - 10/4/26 | 10/07/26 | 10/09/26 | 10/13/26 |
| 11/25/26 | 10/5/26 - 11/1/26 | 11/04/26 | 11/06/26 | 11/10/26 |
| 12/22/26 | 11/2/26 - 12/6/26 | 12/09/26 | 12/11/26 | 12/15/26 |
| 01/25/27 | 12/7/26 - 1/3/27 | 01/06/27 | 01/08/27 | 01/12/27 |
| 02/25/27 | 1/4/27 - 1/31/27 | 02/03/27 | 02/05/27 | 02/09/27 |
| 03/25/27 | 2/1/27 - 2/28/27 | 03/03/27 | 03/05/27 | 03/09/27 |
| 04/23/27 | 3/1/27 - 4/4/27 | 04/07/27 | 04/09/27 | 04/13/27 |
| 05/25/27 | 4/5/27 - 5/2/27 | 05/05/27 | 05/07/27 | 05/11/27 |
| 06/25/27 | 5/3/27 - 6/6/27 | 06/09/27 | 06/11/27 | 06/15/27 |

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