

JORDAN SCHOOL DISTRICT  
**Payroll** 

**True Time Deadlines  
 2021-22**

<b>Payday</b>	<b>Pay Period</b>	<b>EMPLOYEE Final Submission Deadline</b>	<b>1ST APPROVER Final Approval Deadline</b>	<b>2nd APPROVER Final Approval Deadline</b>
<b>07/22/21</b>	6/7/21 - 6/30/21	<b>07/07/21</b>	07/09/21	07/13/21
<b>08/25/21</b>	7/5/21 - 8/1/21	<b>08/04/21</b>	08/06/21	08/10/21
<b>09/24/21</b>	8/2/21 - 9/5/21	<b>09/08/21</b>	09/10/21	09/14/21
<b>10/25/21</b>	9/6/21 - 10/3/21	<b>10/06/21</b>	10/08/21	10/12/21
<b>11/24/21</b>	10/4/21 - 10/31/21	<b>11/03/21</b>	11/05/21	11/09/21
<b>12/22/21</b>	11/1/21 - 12/5/21	<b>12/08/21</b>	12/10/21	12/13/21
<b>01/25/22</b>	12/6/21 - 1/2/22	<b>01/05/22</b>	01/07/22	01/11/22
<b>02/25/22</b>	1/3/22 - 2/6/22	<b>02/09/22</b>	02/11/22	02/15/22
<b>03/25/22</b>	2/7/22 - 3/6/22	<b>03/09/22</b>	03/11/21	03/15/21
<b>04/25/22</b>	3/7/22 - 4/3/22	<b>04/06/22</b>	04/08/22	04/12/22
<b>05/25/22</b>	4/4/22 - 5/1/22	<b>05/04/22</b>	05/06/22	05/10/22
<b>06/24/22</b>	5/2/22 - 6/5/22	<b>06/08/22</b>	06/10/22	06/14/22

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.