JORDAN SCHOOL DISTRICT

Payroll **J**

True Time Deadlines
2021-22

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