

JORDAN SCHOOL DISTRICT  
**Payroll** 

**True Time Deadlines  
 2022-23**

<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>07/22/22</b>	6/6/22 - 7/3/22	<b>07/06/22</b>	07/08/22	07/12/22
<b>08/25/22</b>	7/4/22 - 7/31/22	<b>08/03/22</b>	08/05/22	08/09/22
<b>09/23/22</b>	8/1/22 - 9/4/22	<b>09/07/22</b>	09/09/22	09/13/22
<b>10/25/22</b>	9/5/22 - 10/2/22	<b>10/05/22</b>	10/07/22	10/11/22
<b>11/23/22</b>	10/3/22- 11/6/22	<b>11/09/22</b>	11/11/22	11/14/22
<b>12/23/22</b>	11/7/22 - 12/4/22	<b>12/07/22</b>	12/09/22	12/13/22
<b>01/25/23</b>	12/5/22- 1/1/23	<b>01/04/23</b>	01/06/23	01/10/23
<b>02/24/23</b>	1/2/23 - 2/5/23	<b>02/08/23</b>	02/10/23	02/14/23
<b>03/24/23</b>	2/6/23 - 3/5/23	<b>03/08/23</b>	03/10/23	03/14/23
<b>04/25/23</b>	3/6/23 -4/2/23	<b>04/05/23</b>	04/07/23	04/11/23
<b>05/25/23</b>	4/3/23 - 4/30/23	<b>05/03/23</b>	05/05/23	05/09/23
<b>06/23/23</b>	5/1/23 - 6/2/23	<b>06/02/23</b>	06/02/23	06/02/23

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.