

JORDAN SCHOOL DISTRICT
Payroll 

**True Time Deadlines
2023-24**

Payday	Pay Period	EMPLOYEE Final Submission Deadline	1ST APPROVER Final Approval Deadline	2nd APPROVER Final Approval Deadline
07/25/23	6/5/23 - 7/2/23	07/05/23	07/07/23	07/11/23
08/25/23	7/3/23 - 8/6/23	08/09/23	08/11/23	08/15/23
09/25/23	8/7/23 - 9/3/23	09/06/23	09/08/23	09/12/23
10/25/23	9/4/23 - 10/1/23	10/04/23	10/06/23	10/10/23
11/22/23	10/2/23 - 11/5/23	11/08/23	11/10/23	11/14/23
12/22/23	11/6/23 - 12/3/23	12/06/23	12/08/23	12/12/23
01/25/24	12/4/23 - 12/31/23	01/03/24	01/05/24	01/09/24
02/23/24	1/1/24 - 2/4/24	02/07/24	02/09/24	02/13/24
03/25/24	2/5/24 - 3/3/24	03/06/24	03/08/24	03/12/24
04/25/24	3/4/24 - 3/31/24	04/03/24	04/05/24	04/09/24
05/24/24	4/1/24 - 5/5/24	05/08/24	05/10/24	05/14/24
06/25/24	5/6/24 - 6/2/24	06/05/24	06/07/24	06/11/24

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.