

JORDAN SCHOOL DISTRICT
Payroll 

**True Time Deadlines
 2024-25**

Payday	Pay Period	EMPLOYEE Final Submission Deadline	1ST APPROVER Final Approval Deadline	2nd APPROVER Final Approval Deadline
07/25/24	6/3/24 - 6/30/24	07/03/24	07/05/24	07/09/24
08/23/24	7/1/24 - 8/4/24	08/07/24	08/09/24	08/13/24
09/25/24	8/5/24 - 9/1/24	09/04/24	09/06/24	09/10/24
10/23/24	9/2/24 - 10/6/24	10/09/24	10/11/24	10/15/24
11/25/24	10/7/24 - 11/3/24	11/06/24	11/08/24	11/12/24
12/23/24	11/4/24 - 12/1/24	12/04/24	12/06/24	12/10/24
01/24/25	12/2/24 - 1/5/25	01/08/25	01/10/25	01/14/25
02/25/25	1/6/25 - 2/2/25	02/05/25	02/07/25	02/11/25
03/25/25	2/3/25 - 3/2/25	03/05/25	03/07/25	03/11/25
04/25/25	3/3/25 - 4/6/25	04/09/25	04/11/25	04/15/25
05/23/25	4/7/25 - 5/4/25	05/07/25	05/09/25	05/13/25
06/25/25	5/5/25 - 6/1/25	06/04/25	06/06/25	06/10/25

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.