

JORDAN SCHOOL DISTRICT  
**Payroll** 

**True Time Deadlines  
 2025-26**

<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>07/25/25</b>	6/2/25 - 7/6/25	<b>07/09/25</b>	07/11/25	07/15/25
<b>08/25/25</b>	7/7/25 - 8/3/25	<b>08/06/25</b>	08/08/25	08/12/25
<b>09/25/25</b>	8/4/25 - 8/31/25	<b>09/03/25</b>	09/05/25	09/09/25
<b>10/22/25</b>	9/1/25 - 10/5/25	<b>10/08/25</b>	10/10/25	10/14/25
<b>11/25/25</b>	10/6/25 - 11/2/25	<b>11/05/25</b>	11/07/25	11/11/25
<b>12/22/25</b>	11/3/25 - 11/30/25	<b>12/03/25</b>	12/05/25	12/09/25
<b>01/23/26</b>	12/1/25 - 1/4/26	<b>01/07/26</b>	01/09/26	01/13/26
<b>02/25/26</b>	1/5/26 - 2/1/26	<b>02/04/26</b>	02/06/26	02/10/26
<b>03/25/26</b>	2/2/26 - 3/1/26	<b>03/04/26</b>	03/06/26	03/10/26
<b>04/23/26</b>	3/2/26 - 4/5/26	<b>04/08/26</b>	04/10/26	04/14/26
<b>**</b>	4/6/26 - 4/19/26	<b>04/19/26</b>	04/20/26	04/20/26
<b>05/22/26</b>	4/20/26 - 5/3/26	<b>05/06/26</b>	05/08/26	05/12/26
<b>06/25/26</b>	5/4/26 - 5/31/26	<b>06/03/26</b>	06/05/26	06/09/26

**\*\* Skyward Qmlativ Transition**

- 04/19/26** Last day to enter and submit TT in Skyward SMS
- 04/20/26** Last day for TT approvals in Skyward SMS  
 (TT that has not been approved and paid will not carry over to Skyward Qmlativ)
- 04/23/26** TT from 3/2/26-4/19/26 will all be paid - **larger paycheck than usual**  
**SKYWARD FINANCE BLACKOUT 4/24/26 - 5/10/26**
- 4/20-5/10** Employees will manually track their time worked to enter in Qmlativ on 5/11/26
- 05/22/26** TT from 4/20/26-5/3/26 will be paid - **smaller paycheck than usual**

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.