

JORDAN SCHOOL DISTRICT

# Payroll

**True Time Deadlines**  
**2025-26**

| <b>Payday</b>   | <b>Pay Period</b>  | <b>EMPLOYEE<br/>Final Submission<br/>Deadline</b> | <b>1ST APPROVER<br/>Final Approval<br/>Deadline</b> | <b>2nd APPROVER<br/>Final Approval<br/>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>04/24/26</b> | 3/2/26 - 4/5/26    | <b>04/08/26</b>                                   | 04/10/26                                            | 04/14/26                                            |
| <b>05/22/26</b> | 4/6/26 - 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                                            |

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.