JORDAN SCHOOL DISTRICT
Payroll J

True Time Deadlines
2025-26

Payday	Pay Period	EMPLOYEE Final Submission Deadline	1ST APPROVER Final Approval Deadline	2nd APPROVER Final Approval Deadline
07/25/25	6/2/25 -7/6/25	07/09/25	07/11/25	07/15/25
08/25/25	7/7/25 - 8/3/25	08/06/25	08/08/25	08/12/25
09/25/25	8/4/25 - 8/31/25	09/03/25	09/05/25	09/09/25
10/22/25	9/1/25 - 10/5/25	10/08/25	10/10/25	10/14/25
11/25/25	10/6/25 - 11/2/25	11/05/25	11/07/25	11/11/25
12/22/25	11/3/25 - 11/30/25	12/03/25	12/05/25	12/09/25
01/23/26	12/1/25 - 1/4/26	01/07/26	01/09/26	01/13/26
02/25/26	1/5/26 - 2/1/26	02/04/26	02/06/26	02/10/26
03/25/26	2/2/26 - 3/1/26	03/04/26	03/06/26	03/10/26
04/24/26	3/2/26 - 4/5/26	04/08/26	04/10/26	04/14/26
05/22/26	4/6/26 - 5/3/26	05/06/26	05/08/26	05/12/26
06/25/26	5/4/26 - 5/31/26	06/03/26	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.