

December 2021 Payroll Calendar

Calendar Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Pay Day <u>for Administrators</u>	2	3	4
5	6	7	8	9	10 Pay Day <u>For Classified,</u> <u>Teacher Extra Pay,</u> <u>Sub Teachers</u>	11
12	13 EARLY Kronos Approval Classified (12/1/21-12/15/21)	14 Kronos Time Entry For Certificated Extra Pay & Sub Teachers All Teacher Absences	15 Early Kronos Approval for All Cert., Cert. Extra Pay & Sub Teachers ADMIN (For December)	16	17 Early Kronos Approval Classified (12/16/21-12/31/21)	18
19	20	21	22	23 Pay Day For Classified Payroll will Distribute from 10:00-2:00pm		
26	27	28	29 Pay Day For Certificated Payroll will Distribute from 8:00-2:30pm	30	31	

WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!