



December 2024 Payroll Calendar



Calendar Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Pay Day <u>for Administrators</u>	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 EARLY Kronos Approval For Classified 12/1-12/15 By 10AM	13	14
15	16	17 Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10am	18	19 Early Kronos Approval Certificated & Classified 12/16-12/31 By 10AM	20	21
22	23 Pay Day <u>For Classified</u> Payroll will Distribute 10am -2:30pm	24 Ditstrict Office Closed	25 MERRY CHRISTMAS	26	27	28
29	30 Pay Day <u>Certificated</u> Payroll will Distribute 10am -2:30pm	31 Have a safe and fun New Year's Eve! <i>District Office Closed</i>				



WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAY DAYS!