

# January 2024 Payroll Calendar

Calendar Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 <b>PAY DAY</b> for Administrators	3	4	5	6
7	8  *REMINDER* Classified Warrant due	9	10 <b>PAY DAY</b>  For Classified, Teacher Extra Pay, & Sub Teachers All sub checks mailed	11	12  EARLY Kronos Approval for <u>Classified</u> 1/01-1/15 By 10am	13
14		16	17	18	19	20
21	22  Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10AM	23  *REMINDER* Classified Warrant due	24	25  <b><u>PAY DAY</u></b>  For <u>Classified</u>	26	27
28	29  *REMINDER* Certificated Warrant due	30  EARLY Kronos Approval <u>Classified</u> 1/16-1/31 By 10am	31 <b>PAY DAY</b> For Certificated  Kronos Approval <u>Certificated</u> By 10am			

**WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!**