

February 2023 Payroll Calendar

Calendar Subject to Change

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|---|----------|---|----------|
| | | | 1 Pay Day for <u>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> All sub checks mailed | 11 |
| 12 | 13  President Lincoln's Birthday DISTRICT OFFICE CLOSED | 14 Early Kronos Approval For Classified <u>2/1-2/15</u> By 10AM | 15 | 16 | 17 | 18 |
| 19 |  DISTRICT OFFICE CLOSED | 21 Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10AM | 22 | 23 | 24 Pay Day <u>For Classified</u> | 25 |
| 26 | 27 | 28 Pay Day <u>Certificated</u> Kronos Approval <u>for Certificated</u> <u>& Classified</u> 2/16-2/28 By 10am | | | | |

WARRANT LISTINGS ARE DUE FOUR DAYS PRIOR TO RESPECTIVE PAYDAYS!