

November 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 Benefits Cap Refund for <u>Certificated</u> Sites will Distribute	7 *REMINDER* Classified Warrant due	8	9 Pay Day For <u>Classified</u> <u>Teacher Extra Pay</u> <u>Sub Teachers</u> All sub checks mailed	10  DISTRICT OFFICE CLOSED	11
12	13 Kronos Approval for <u>Classified</u> 11/1-11/15 By 10 am	14	15 Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10AM	16	17 *REMINDER* Classified Warrant due	18
19	20	21 Pay Day For <u>Classified</u> Payroll will Distribute 10am - 2:30pm	22	23  DISTRICT OFFICE CLOSED	24 DISTRICT OFFICE CLOSED	25
26	27	28 *REMINDER* Certificated Warrant due	29 EARLY Kronos Approval for <u>Classified</u> 11/16-11/30 By 10am	30 Pay Day <u>Certificated</u> Kronos Approval for <u>Certificated</u>		

WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS