



# December 2023 Payroll Calendar



Calendar Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b> <b>Pay Day</b> <u>for Administrators</u>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>  *REMINDER* Classified Warrant Due	<b>7</b>	<b>8</b> <b>Pay Day</b>  for Classified & Teacher Extra Pay  SUB Teachers/Classified will be Mailed	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>  Kronos Time Entry For Certificated Extra Pay, Sub Teachers & All Teacher Absences	<b>13</b>  EARLY Kronos Approval Classified 12/1-12/15 By 10am	<b>14</b>  *REMINDER* 12/21 Classified & 12/28 Certificated Warrants Due	<b>15</b> EARLY Kronos Approval Certificated & Classified 12/16-12/31 By 10am	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>		<b>21</b> <b>Pay Day</b>  <u>For Classified</u>  Payroll will DisrtIBUTE 10am-2:30pm	<b>22</b>  District Office Closed	<b>23</b>
<b>24</b>		<b>26</b>	<b>27</b>	<b>28</b> <b>Pay Day</b> <u>For Certificated</u>  Payroll will DisrtIBUTE 10am-2:30pm  Kronos Due for Classified District Office	<b>29</b>  District Office Closed	<b>30</b>

**WARRANT LISTINGS ARE DUE TWO (2) DAYS PRIOR TO RESPECTIVE PAYDAYS!**