

Payroll Calendar

Calendar Subject to Change

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

WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!