

# February 2024 Payroll Calendar

Calendar Subject to  
Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>PAY DAY</b> <u>for Administrators</u>	2	3
4	5	6	7  *Classified Warrant Due*	8	9 <b>PAY DAY</b> <u>For Classified Teacher Extra Pay &amp; Sub Teachers</u> All Sub Checks mailed	10
11	12  <b>LINCOLN'S BIRTHDAY</b> FEBRUARY 12 District Office Closed	13 <b>EARLY Approval Classified</b> 2/1-2/15 by 10am	14 <i>Happy Valentine's Day</i>	15	16	17
18	19  District Office Closed	20	21  *Classified Warrants Due*	22 Kronos Time Entry Certificated All Teacher Absences Teacher Extra Pay SUB Teachers	23 <b>PAY DAY</b> <u>For Classified</u>	24
25	26	27  *Certificated Warrants Due*	28 <b>EARLY Kronos Approval For Classified</b> 2/16-2/29 by 10am	29 <b>PAY DAY</b> <u>For Certificated Kronos Approval</u> <u>Certificated</u> by 10am		

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