

December 2021 Payroll Calendar

Calendar Subject to Change

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|--|---|---|--|---|
| | | | 1 Pay Day <u>for 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> | 11 |
| 12 | 13 EARLY Kronos Approval Classified (12/1/21-12/15/21) | 14 Kronos Time Entry For Certificated Extra Pay & Sub Teachers All Teacher Absences | 15 Early Kronos Approval for All Cert., Cert. Extra Pay & Sub Teachers ADMIN (For December) | 16 | 17 Early Kronos Approval Classified (12/16/21-12/31/21) | 18 |
| 19 | 20 | 21 | 22 | 23 Pay Day For Classified Payroll will Distribute from 10:00-2:00pm |  | |
| 26 | 27 | 28 | 29 Pay Day For Certificated Payroll will Distribute from 8:00-2:30pm | 30 | 31 |  |

WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!