

February 2025 Payroll Calendar



Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Pay Day for Administrators	4	5	6 *REMINDER* Classified Warrant due	7	8
9	10 Pay Day For Classified, Teacher Extra Pay, Sub Teachers Payroll will Distribute 10am -2:00pm DISTRICT OFFICE CLOSED	11 Authorized Personnel Pick up Checks to Distribute at Site	12	13 <u>EARLY</u> <u>Kronos Approval</u> For Classified 2/1-2/15 by 10am	14 <i>Happy Valentine's Day</i>	15
16	 DISTRICT OFFICE CLOSED	18	19 Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10AM	20	21 *REMINDER* Classified Warrant due	22
23	24	25 Pay Day For <u>Classified</u>	26 REMINDER* Certificated Warrant due	27 <u>EARLY</u> <u>Kronos Approval</u> For Classified 2/16-2/28 by 10am	28 Pay Day for Certificated Kronos Approval For Certificated	

WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!