

# January 2025 Payroll Calendar

Calendar Subject to Change

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				2 <b>Pay Day</b> for <u>Administrators</u>	3	4
5	6	7	8 <b>*REMINDER*</b> Classified Warrant due	9	10 <b>Pay Day</b> For Classified Teacher Extra Pay <u>*Sites will Distribute*</u> Sub Class/Teachers <b>All sub checks mailed</b>	11
12	13	14 EARLY Kronos Approval <u>Classified</u> 1/1-1/15 By 10 am	15	16	17	18
19		21	22 <b>*REMINDER*</b> Classified Warrant due	23	24 <b>Pay Day</b> <u>For Classified</u>	25
26	27 Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10AM	28	29 <b>*REMINDER*</b> Certificated Warrant due	30 EARLY Kronos Approval for <u>Classified</u> 1/16-1/31 By 10am	31 <b>Pay Day</b> <u>Certificated</u> Kronos Approval for Certificated	

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