

January

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
PPB 12/31/2017 to 1/13/2018	1 New Year's Day HOLIDAY	2 Sign Off Depts Run Payroll HOLIDAY R	3	4	5 201 Pay Day FY Payroll 7	6
7	8	9	10 Kronos E- mail Reminder	11	12 Dept Approvals	13 PPE 12/31/2017 to 1/13/2018 Schedule 1
14 PPB 1/14/2018 to 1/27/2018	15 Martin Luther King HOLIDAY	16 Sign Off Depts & Run Payroll	17	18	19 202 Pay Day FY Payroll 8	20
21	22	23	24 Kronos E- Mail Reminder	25	26 Dept Approvals	27 PPE 1/14/2018 to 1/27/2018 Schedule 2
28 PPB 1/28/2018 to 2/10/2018	29 Sign Off Depts Run Payroll R	30	31			

February

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 203 Pay Day FY Payroll 9	3
4	5	6	7 Kronos E-Mail Reminder	8	9 Dept Approvals	10 PPE 1/28/2018 to 2/10/2018 Schedule 1
11 PPB 2/11/2018 to 2/24/2018	12 Sign Off Depts Run Payroll	13	14	15	16 204 Pay Day FY Payroll 10	17
18	19 Presidents Day HOLIDAY	20	21 Kronos E-Mail Reminder	22	23 Dept Approvals	24 PPE 2/11/2018 to 2/24/2018 Schedule 2
25 PPB 2/25/2018 to 3/10/2018	26 Sign Off Depts Run Payroll R	27	28			

March

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 205 Pay Day FY Payroll 11	3
4	5	6	7 Kronos E-Mail Reminder	8	9 Dept Approvals	10 PPE 2/25/2018 to 3/10/2018 Schedule 1
11 PPB 3/11/2018 to 3/24/2018	12 Sign Off Depts Run Payroll	13	14	15	16 206 Pay Day FY Payroll 12	17
18	19	20	21 Kronos E-Mail Reminder	22	23 Dept Approvals	24 PPE 3/11/2018 to 3/24.2018 Schedule 2
25 PPB 3/25/2018 to 4/07/2018	26 Sign Off Dept Run Payroll R	27	28	29	30 207 Pay Day FY Payroll 13 GOOD FRIDAY HOLIDAY	31

April

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CESAR CHAVEZ OBSERVED HOLIDAY	3	4 Kronos E- mail Reminder	5	6 Dept Approvals	7 PPE 3/25/2018 to 4/7/2018
8 PPB 4/8/2018 to 4/21/2018	9 Sign Off Dept Run Payroll	10	11	12	13 208 Pay Day FY Payroll 14	14
15	16	17	18 Kronos E- mail Reminder	19	20 Dept Approvals	21 PPE 4/8/2018 to 4/21/2018
22 PPB 4/22/2018 to 5/5/2018	23 Sign Off Dept Run Payroll R	24	25	26	27 209 Pay Day FY Payroll 15	28
29	30					

May

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Kronos E-Mail Reminder	3	4 Dept Approvals	5 PPE 4/22/2018 to 5/5/2018 Schedule 1
6 PPB 5/6/2018 to 5/19/2018	7 Sign Off Depts Run Payroll	8	9	10	11 210 Pay Day FY Payroll 16	12
13	14	15	16 Kronos E-Mail Reminder	17	18 Dept Approvals	19 PPE 5/6/2018 to 5/19/2018 Schedule 2
20 PPB 5/20/2018 to 6/2/2018	21 Sign Off Depts Run Payroll R	22	23	24	25 211 Pay Day FY Payroll 17	26
27	28 MEMORIAL DAY HOLIDAY	29	30 Kronos E-Mail Reminder	31		

June

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Dept Approvals	2 PPE 5/20/2018 to 6/2/2018 Schedule 1
3 PPB 6/3/2018 to 6/16/2018	4 Sign Off Depts Run Payroll	5	6	7	8 212 Pay Day FY Payroll 18	9
10	11	12	13 Kronos E-Mail Reminder	14	15 Dept Approvals	16 PPE 6/3/2018 to 6/16/2018 Schedule 2
17 PPB 6/17/2018 to 6/30/2018	18 Sign Off Depts Run Payroll	19 June-teenth HOLIDAY	20	21	22 213 Pay Day FY Payroll 19	23
24	25	26	27 Kronos E-Mail Reminder	28	29 Dept Approvals	30 PPE 6/17/2018 to 6/30/2018

July

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PPB 7/01/2018 to 7/14/2018	2 Sign off Depts Run Payroll	3	4 Indepen- dence Day Holiday	5	6 214 Pay Day FY Payroll 20	7
8	9	10	11 Kronos E- Mail Reminder	12	13 Dept Approvals	14 PPE 7/01/2018 to 7/14/2018 Schedule 2
15 PPB 7/15/2018 to 7/28/2018	16 Sign Off Depts Run Payroll	17	18	19	20 215 Pay Day FY Payroll 21	21
22	23	24	25 Kronos E- mail Reminder	26	27 Dept Approvals	28 PPE 7/15/2018 to 7/28/2018
29 PPB 7/29/2018 to 8/11/2018	30 Sign Off Depts Run Payroll	31				

August

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 216 Pay Day FY Payroll 22	4
5	6	7	8 Kronos E-Mail Reminder	9	10 Dept Approvals	11 PPE 7/29/2018 to 8/11/2018 Schedule 1
12 PPB 8/12/2018 to 8/25/2018	13 Sign Off Depts Run Payroll	14	15	16	17 217 Pay Day FY Payroll 23	18
19	20	21	22 Kronos E-Mail Reminder	23	24 Dept Approvals	25 PPE 8/12/2018 to 8/25/2018 Schedule 2
26 PPB 8/26/2018 to 9/8/2018	27 Sign Off Depts Run Payroll R	28	29	30	31 218 Pay Day FY Payroll 24	

September

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 LABOR DAY HOLIDAY	4	5 Kronos E-Mail Reminder	6	7 Dept Approvals	8 PPE 8/26/2018 to 9/8/2018 Schedule 1
9 PPB 9/9/2018 to 9/22/2018	10 Sign Off Depts Run Payroll	11	12	13	14 219 Pay Day FY Payroll 25	15
16	17	18	19 Kronos E-Mail Reminder	20	21 Dept Approvals	22 PPE 9/9/2018 to 9/22/2018 Schedule 2
23 PPB 9/23/2018 to 10/6/2018	24 Sign Off Depts Run Payroll R	25	26	27	28 220 Pay Day FY Payroll 26	29
30						

October

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Kronos E-Mail Reminder	4	5 Dept Approvals	6 PPE 9/23/2018 to 10/6/2018 Schedule 1
7 PPB 10/7/2018 to 10/20/18	8 Sign Off Depts Run Payroll	9	10	11	12 221 Pay Day FY Payroll 1	13
14	15	16	17 Kronos E-Mail Reminder	18	19 Dept Approvals	20 PPE 10/7/2018 to 10/20/2018 Schedule 2
21 PPB 10/21/2018 to 11/3/2018	22 Sign Off Dept Run Payroll R	23	24	25	26 222 Pay Day FY Payroll 2	27
28	29	30	31 Kronos E-Mail Reminder			

November

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Dept Approvals	3 PPE 10/21/2018 to 11/3/2018 Schedule 1
4 PPB 11/4/2018 to 11/17/2018	5 Sign Off Dept Run Payroll	6	7	8	9 223 Pay Day FY Payroll 3	10
11	12	13	14 Kronos E- Mail Reminder	15	16 Dept Approvals	17 PPE 11/4/2018 to 11/17/2018 Schedule 2
18 PPB 11/18/2018 to 12/1/2018	19 Sign Off Dept Run Payroll R	20	21	22	23 224 Pay Day FY Payroll 4	24
25	26	27	28 Kronos E- Mail Reminder	29	30 Dept Approvals	

December

2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 PPE 11/18/2018 to 12/1/2018 Schedule 1
2 PPB 12/2/2018 to 12/15/2018	3 Sign Off Dept Run Payroll	4	5	6	7 225 Pay Day FY Payroll 5	8
9	10	11	12 Kronos E- Mail Reminder	13	14 Dept Approvals	15 PPE 12/2/2018 to 12/15/2018 Schedule 2
16 PPB 12/16/2018 to 12/29/2018	17 Sign Off Dept Run Payroll	18	19	20	21 226 Pay Day FY Payroll 6	22
23	24 Christmas Eve	25	26 Kronos E- Mail Reminder	27	28 Dept Approvals	29 PPE 12/16/2018 to 12/29/2018 Schedule 3
30 PPB 12/30/2018 to 1/12/2019	31 Sign Off Dept Run Payroll R					