

JANUARY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------------|---|------------------------------------|-----|------------------------------|---------------------------------------|---|
| | | 1 New Year's Day HOLIDAY | 2 | 3 | 4 201 Pay Day FY Payroll 7 | 5 |
| 6 | 7 | 8 | 9 | 10 Kronos E-mail Reminder | 11 Dept Approvals | 12 PPE 12/30/18 to 1/12/19 Schedule 1 |
| 13 PPB 1/13/19 to 1/26/19 | 14 Sign Off timecards | 15 Run Payroll | 16 | 17 | 18 202 Pay Day FY Payroll 8 | 19 |
| 20 | 21 Martin Luther King HOLIDAY | 22 | 23 | 24 Kronos E-mail Reminder | 25 Dept Approvals | 26 PPE 1/13/19 to 1/26/19 Schedule 2 |
| 27 PPB 1/27/19 to 2/9/2019 | 28 Sign Off timecards | 29 Run Payroll | 30 | 31 | | |

FEBRUARY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|------------------------------|-----|---|--|--|
| | | | | | 1 203 Pay Day FY Payroll 9 | 2 |
| 3 | 4 | 5 | 6 | 7 Kronos E-mail reminder | 8 Dept Approvals | 9 PPE 1/27/19 to 2/9/19 Schedule 1 |
| 10 PPB 2/10/19 to 2/23/19 | 11 Sign off timecards | 12 Run Payroll | 13 | 14 | 15 204 Pay Day FY Payroll 10 | 16 |
| 17 | 18 President's Day HOLIDAY | 19 | 20 | 21 Kronos E-mail reminder | 22 Dept Approvals | 23 PPE 2/10/19 to 2/23/19 Schedule 2 |
| 24 PPB 2/24/19 to 3/9/19 | 25 Sign off timecards | 26 Run Payroll | 27 | 28 | | |

MARCH 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------------------|-----------------------------|----------------------|-----|------------------------------------|---|---|
| | | | | | 1 205 Pay Day FY Payroll 11 | 2 |
| 3 | 4 | 5 | 6 | 7 Kronos E-mail reminder | 8 Dept Approvals | 9 PPE 2/24/19 to 3/9/19 Schedule 1 |
| 10 PPB 3/10/19 to 3/23/19 | 11 Sign off timecards | 12 Run Payroll | 13 | 14 | 15 206 Pay Day FY Payroll 12 | 16 |
| 17 | 18 | 19 | 20 | 21 Kronos E-mail reminder | 22 Dept Approvals | 23 PPE 3/10/19 to 3/23/19 Schedule 2 |
| 24 PPB 3/24/19 to 4/6/19 | 25 Sign off timecards | 26 Run Payroll | 27 | 28 | 29 207 Pay Day FY PAYROLL 13 | 30 |
| 31 | | | | | | |

APRIL 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------------------|---|--------------------------|-------------------------------------|------------------------------------|--|---|
| | 1 Cesar Chavez Observed HOLIDAY | 2 | 3 | 4 Kronos E-mail reminder | 5 Dept Approvals | 6 PPE 3/24/19 to 4/6/19 Schedule 1 |
| 7 PPB 4/7/19 to 4/20/19 | 8 Sign off timecards | 9 Run Payroll | 10 | 11 | 12 208 Pay Day FY Payroll 14 | 13 |
| 14 | 15 | 16 | 17 Kronos E-mail Reminder | 18 Dept Approvals | 19 Good Friday HOLIDAY | 20 PPE 4/7/19 to 4/20/19 Schedule 2 |
| 21 PPB 4/21/19 to 5/4/19 | 22 Sign off timecards | 23 Run Payroll | 24 | 25 | 26 209 Pay Day FY Payroll 15 | 27 |
| 28 | 29 | 30 | | | | |

MAY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------------------|--------------------------------------|----------------------|-----|------------------------------------|---|--|
| | | | 1 | 2 Kronos E-mail Reminder | 3 Dept Approvals | 4 PPE 4/21/19 to 5/4/19 Schedule 1 |
| 5 PPB 5/5/19 to 5/18/19 | 6 Sign off timecards | 7 Run Payroll | 8 | 9 | 10 210 Pay Day FY Payroll 16 | 11 |
| 12 | 13 | 14 | 15 | 16 Kronos E-mail Reminder | 17 Dept Approvals | 18 PPE 5/5/19 to 5/18/19 Schedule 2 |
| 19 PPB 5/19/19 to 6/01/19 | 20 Sign off timecards | 21 Run Payroll | 22 | 23 | 24 211 Pay Day FY Payroll 17 | 25 |
| 26 | 27 Memorial Day HOLIDAY | 28 | 29 | 30 Kronos E-mail Reminder | 31 Dept Approvals | |

JUNE 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|----------------------------------|--|---|--|--|
| | | | | | | 1 PPE 5/19/19 to 6/1/19 Schedule 1 |
| 2 PPB 6/2/19 to 6/15/19 | 3 Sign off timecards | 4 Run Payroll | 5 | 6 | 7 212 Pay Day FY Payroll 18 | 8 |
| 9 | 10 | 11 | 12 | 13 Kronos E-mail Reminder | 14 Dept Approval | 15 PPE 6/02/19 to 6/15/19 Schedule 2 |
| 16 PPB 6/16/19 to 6/29/16 | 17 Sign off timecards | 18 Run Payroll | 19 Junetheenth HOLIDAY | 20 | 21 213 Pay Day FY Payroll 19 | 22 |
| 23 | 24 | 25 | 26 | 27 Kronos E-mail Reminder | 28 Dept Approval | 29 PPE 6/16/19 to 6/29/19 Schedule 3 |
| 30 PPB 6/30/19 to 7/13/19 | | | | | | |

JULY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|-------------------------------------|------------------------------|-----|---------------------------------------|------------------------------|--|
| | 1 Sign off timecards | 2 Run Payroll | 3 | 4 Independ- ence Day | 5 214 Pay Day | 6 |
| 7 | 8 | 9 | 10 | HOLIDAY | FY Payroll 20 | 13 |
| | | | | Kronos E-mail Reminder | Dept Approvals | PPE 6/30/19 to 7/13/19 Schedule 1 |
| 14 PPB 7/14/19 to 7/27/19 | 15 Sign off timecards | 16 Run Payroll | 17 | 18 | 19 215 Pay Day | 20 FY Payroll 21 |
| 21 | 22 | 23 | 24 | Kronos E-mail Reminder | Dept Approvals | PPE 7/14/19 to 7/27/19 Schedule 2 |
| 28 PPB 7/28/19 to 8/10/19 | 29 Sign off timecards | 30 Run Payroll | 31 | | | |

AUGUST 2019

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

SEPTEMBER 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|------------------------------|-----|---|--|--|
| 1 | 2 Labor Day HOLIDAY | 3 | 4 | 5 Kronos E-mail Reminder | 6 Dept Approvals | 7 PPE 8/25/19 to 9/7/19 Schedule 1 |
| 8 PPB 9/08/19 to 9/21/19 | 9 Sign off timecards | 10 Run Payroll | 11 | 12 | 13 219 Pay Day FY Payroll 25 | 14 |
| 15 | 16 | 17 | 18 | 19 Kronos E-mail Reminder | 20 Dept Approvals | 21 PPE 9/08/19 to 9/21/19 Schedule 2 |
| 22 PPB 9/22/19 to 10/5/19 | 23 Sign off timecards | 24 Run Payroll | 25 | 26 | 27 220 Pay Day FY Payroll 26 | 28 |
| 29 | 30 | | | | | |

OCTOBER 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|-------------------------------|------------------------|-----|---------------------------------------|---------------------------|--|
| | | 1 | 2 | 3 | 4 | 5 |
| | | | | Kronos E-mail Reminder | Dept Approvals | PPE 9/22/19 to 10/5/19 |
| | | | | | | Schedule 1 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| PPB 10/6/19 to 10/19/19 | Sign off timecards | Run Payroll | | | 221 Pay Day | |
| | | | | | FY Payroll 01 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | Columbus Day | | | Kronos E-mail Reminder | Dept Approvals | PPE 10/6/19 to 10/19/19 |
| | | | | | | Schedule 2 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| PPB 10/20/19 to 11/2/19 | Sign off timecards | Run Payroll | | | 222 Pay Day | |
| | | | | | FY Payroll 02 | |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | Kronos E-mail Reminder | | |

NOVEMBER 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------------------|---------------------------------|--------------------------|-----------------------------|-------------------------------------|--|---|
| | | | | | 1 Dept Approvals | 2 PPE 10/20/19 to 11/2/19 Schedule 1 |
| 3 PPB 11/3/19 to 11/16/19 | 4 Sign off timecards | 5 Run Payroll | 6 | 7 | 8 223 Pay Day FY Payroll 03 | 9 |
| 10 | 11 Veteran's Day | 12 | 13 | 14 Kronos E-mail reminder | 15 Dept Approvals | 16 PPE 11/3/19 to 11/16/19 Schedule 2 |
| 17 PPB 11/17/19 to 11/30/19 | 18 Sign off timecards | 19 Run Payroll | 20 | 21 | 22 224 Pay Day FY Payroll 04 | 23 |
| 24 | 25 | 26 | 27 Dept Approvals | 28 Thanks-giving Day | 29 Day After Thanks-giving | 30 PPE 11/17/19 to 11/30/19 |

DECEMBER 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|-------------------------|------------------------|------------------------------------|---|---|
| 1 PPB 12/1/19 to 12/14/19 | 2 Sign off timecards | 3 Run Payroll | 4 | 5 | 6 225 Pay Day FY Payroll 5 | 7 |
| 8 | 9 | 10 | 11 | 12 Kronos E-mail reminder | 13 Dept approvals | 14 PPE 12/1/19 to 12/14/19 Schedule 1 |
| 15 PPB 12/15/19 to 12/28/19 | 16 Sign off timecards | 17 Run Payroll | 18 | 19 | 20 226 Pay Day FY Payroll 6 | 21 |
| 22 | 23 | 24 Christmas Eve | 25 Christmas Day | 26 Kronos E-mail reminder | 27 Dept approvals | 28 PPE 12/15/19 to 12/28/19 Schedule 2 |
| 29 PPB 12/29/19 to 1/11/20 | 30 Sign off timecards Run Payroll | 31 New Year's Eve | | | | |