

# 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 <b>203 Pay Day</b>  <b>FY Payroll 9</b>	2
3	4	5	6	7 <b>Kronos E-mail reminder</b>	8 <b>Dept Approvals</b>	9 <b>PPE 1/27/19 to 2/9/19</b>  <b>Schedule 1</b>
10 <b>PPB 2/10/19 to 2/23/19</b>	11 <b>Sign off timecards</b>	12 <b>Run Payroll</b>	13	14	15 <b>204 Pay Day</b>  <b>FY Payroll 10</b>	16
17	18 <b>President's Day</b>  <b>HOLIDAY</b>	19	20	21 <b>Kronos E-mail reminder</b>	22 <b>Dept Approvals</b>	23 <b>PPE 2/10/19 to 2/23/19</b>  <b>Schedule 2</b>
24 <b>PPB 2/24/19 to 3/9/19</b>	25 <b>Sign off timecards</b>	26 <b>Run Payroll</b>	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 <b>Cesar Chavez Observed</b>  <b>HOLIDAY</b>	2	3	4 <b>Kronos E-mail reminder</b>	5 <b>Dept Approvals</b>	6 <b>PPE 3/24/19 to 4/6/19</b>  <b>Schedule 1</b>
7 <b>PPB 4/7/19 to 4/20/19</b>	8 <b>Sign off timecards</b>	9 <b>Run Payroll</b>	10	11	12 <b>208 Pay Day</b>  <b>FY Payroll 14</b>	13
14	15	16	17 <b>Kronos E-mail Reminder</b>	18 <b>Dept Approvals</b>	19 <b>Good Friday</b>  <b>HOLIDAY</b>	20 <b>PPE 4/7/19 to 4/20/19</b>  <b>Schedule 2</b>
21 <b>PPB 4/21/19 to 5/4/19</b>	22 <b>Sign off timecards</b>	23 <b>Run Payroll</b>	24	25	26 <b>209 Pay Day</b>  <b>FY Payroll 15</b>	27
28	29	30				

# MAY 2019

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

# JUNE 2019

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

# JULY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>Sign off timecards</b>	2 <b>Run Payroll</b>	3	4 <b>Independ- ence Day</b>	5 <b>214 Pay Day</b>	6
				<b>HOLIDAY</b>	<b>FY Payroll 20</b>	
7	8	9	10	11 <b>Kronos E-mail Reminder</b>	12 <b>Dept Approvals</b>	13 <b>PPE 6/30/19 to 7/13/19</b>
						<b>Schedule 1</b>
14 <b>PPB 7/14/19 to 7/27/19</b>	15 <b>Sign off timecards</b>	16 <b>Run Payroll</b>	17	18	19 <b>215 Pay Day</b>	20
					<b>FY Payroll 21</b>	
21	22	23	24	25 <b>Kronos E-mail Reminder</b>	26 <b>Dept Approvals</b>	27 <b>PPE 7/14/19 to 7/27/19</b>
						<b>Schedule 2</b>
28 <b>PPB 7/28/19 to 8/10/19</b>	29 <b>Sign off timecards</b>	30 <b>Run Payroll</b>	31			

# AUGUST 2019

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



# SEPTEMBER 2019

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

# OCTOBER 2019

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

# NOVEMBER 2019

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

# 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				