

June

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2 10-hour Work day ⇄ begins	3 4-day Workweek begins	4	5	6	Pay-Period CLOSES 7	8
	<ul style="list-style-type: none">Verify ALL SmartFind JobsEmployee reviews timecardEmployee Approves/Rejects	<ul style="list-style-type: none">Verify ALL SmartFind JobsPayroll Sec Adjust Kronos	<ul style="list-style-type: none">Verify ALL SmartFind JobsPrincipal/Supervisor Approves Kronos	<ul style="list-style-type: none">Verify ALL SmartFind Jobs		
9	10	11	12	Payroll Due 13	KRONOS LOCKED 14	15
	<ul style="list-style-type: none">Verify ALL SmartFind JobsEmployee reviews timecardEmployee Approves/Rejects	<ul style="list-style-type: none">Verify ALL SmartFind JobsPayroll Sec Adjust Kronos	<ul style="list-style-type: none">Verify ALL SmartFind JobsPrincipal/Supervisor Approves Kronos	<ul style="list-style-type: none">Verify ALL SmartFind Jobs12pm Payroll Due: Employee Roster, Batches, etc.	<ul style="list-style-type: none">No Kronos access for correctionsKronos signed-off & exported by Payroll Dept for pay-period	
16	17	18	HOLIDAY 19 DISTRICT CLOSED	20	Pay-Period CLOSES 21	22
	<ul style="list-style-type: none">Verify ALL SmartFind JobsEmployee reviews timecardEmployee Approves/Rejects	<ul style="list-style-type: none">Verify ALL SmartFind JobsPayroll Sec Adjust Kronos		<ul style="list-style-type: none">Verify ALL SmartFind Jobs		
23	24	25	Payroll Due 26	Payroll Due * PAYDAY 27	KRONOS LOCKED 28	29
	<ul style="list-style-type: none">Verify ALL SmartFind JobsEmployee reviews timecardEmployee Approves/Rejects	<ul style="list-style-type: none">Verify ALL SmartFind JobsPayroll Sec Adjust Kronos	<ul style="list-style-type: none">Verify ALL SmartFind JobsPrincipal/Supervisor Approves Kronos	<ul style="list-style-type: none">Verify ALL SmartFind Jobs12pm Payroll Due: Employee Roster, Batches, etc.	<ul style="list-style-type: none">No Kronos access for correctionsKronos signed-off & exported by Payroll Dept for pay-period	
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