

May

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	Pay-Period CLOSES 24 Employee review timecard prior to end of day	25
26	HOLIDAY 27 • Verify ALL SmartFind Jobs • Employee review timecards	PAYDAY 28 • Verify ALL SmartFind Jobs • Payroll Sec Adjust Kronos	29 • Verify ALL SmartFind Jobs • Principal/Supervisor Approves Kronos	Payroll Due 30 • Verify ALL SmartFind Jobs • 12pm Payroll Due: Employee Roster, Batches, etc.	KRONOS LOCKED 31 • Verify ALL SmartFind Jobs • No Kronos access for corrections • Kronos signed-off & exported by Payroll Dept for pay-period	