



# January

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1 <i>New Years Day</i></p> 	<p>2 <i>Holiday</i></p> 	3	4 <i>Kronos E-Mail Reminder</i>	5	6 <i>Dept Approvals</i>	7 <i>PPE 12/25/11 to 01/07/12 Schedule 1</i>
<p>8 <i>PPB 01/08/12 to 01/21/12</i></p>	<p>9 <i>Sign Off Depts</i></p>	<p>10 <i>Run Payroll</i></p>	11	12	<p>13 <i>201 Pay Day FY Payroll 8</i></p>	14
15	<p>16 <i>Martin Luther King Holiday</i></p> 	17	18 <i>Kronos E-Mail Reminder</i>	19	20 <i>Dept Approvals</i>	21 <i>PPE 01/08/12 to 01/21/12 Schedule 2</i>
<p>22 <i>PPB 01/22/12 to 02/04/12</i></p>	<p>23 <i>Sign Off Depts</i></p>	<p>24 <i>Run Payroll</i></p>	25	26	<p>27 <i>202 Pay Day FY Payroll 9</i></p>	28
29	30	31				



# February

2012


Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Kronos E-Mail Reminder	2	3 Dept Approvals	4 PPE 01/22/12 to 02/04/12 Schedule 1
5 PPB 02/05/12 to 02/18/12	6 Sign Off Depts	7 Run Payroll	8	9	10 203 Pay Day FY Payroll 10	11
12	13	14 Valentines Day 	15 Kronos E-Mail Reminder	16	17 Dept Approvals	18 PPE 02/05/12 to 02/18/12 Schedule 2
19 PPB 02/19/12 to 03/03/12	20 Presidents Day Holiday 	21 Mardi Gras Sign Off Depts Run Payroll	22	23	24 204 Pay Day FY Payroll 11	25
26	27	28	29 Kronos E-Mail Reminder			

# March

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Dept Approvals	3 PPE 02/19/12 to 03/03/12 Schedule 1
4 PPB 03/04/12 to 03/17/12	5 Sign Off Depts	6 Run Payroll	7	8	9 205 Pay Day FY Payroll 12	10
11 Daylight Savings Time Begins 	12	13	14 Kronos E-Mail Reminder	15	16 Dept Approvals	17 St. Patricks Day PPE 03/04/12 to 03/17/12 Schedule 
18 PPB 03/18/12 to 03/31/12	19 Sign Off Depts	20 Run Payroll	21	22	23 206 Pay Day FY Payroll 13	24
25	26	27	28 Kronos E-Mail Reminder	29 Dept Approvals	30 Cesar Chavez Day Holiday	31 PPE 03/18/12 to 03/31/12 Schedule 3

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PFB 04/01/12 to 04/14/12	2 Sign Off Depts	3 Run Payroll	4	5	6 207 Good Friday Holiday Pay Day FY Payroll 14	7
8 Easter 	9	10	11 Kronos E-Mail Reminder	12	13 Dept Approvals	14 PPE 04/01/12 to 04/14/12 Schedule 1
15 PFB 04/15/12 to 04/28/12	16 Sign Off Depts	17 Run Payroll	18	19	20 208 Pay Day FY Payroll 15	21
22	23	24	25 Kronos E-Mail Reminder	26	27 Dept Approvals	28 PPE 04/15/12 to 04/28/12 Schedule 2
29 PFB 04/29/12 to 05/12/12	30 Sign Off Depts					

2012



# May

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Run Payroll	2	3	4 209 Pay Day FY Payroll 16	5
6	7	8	9 Kronos E-Mail Reminder	10	11 Dept Approvals	12 PPE 04/29/12 to 05/12/12 Schedule 1
13 <i>Mother's Day</i> PPB 05/13/12 to 05/26/12 	14 Sign Off Depts	15 Run Payroll	16	17	18 210 Pay Day FY Payroll 17	19
20	21	22	23 Kronos E-Mail Reminder	24	25 Dept Approvals	26 PPE 05/13/12 to 05/26/12 Schedule 2
27 PPB 05/27/12 to 06/09/12	28 <i>Memorial Day</i> Holiday 	29 Sign Off Depts Run Payroll	30	31		

# June

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 211 Pay Day FY Payroll 18	2
3	4	5	6 Kronos E- Mail Reminder	7	8 Dept Approvals	9 PPE 05/27/12 to 06/09/12 Schedule 1
10 PFB 06/10/12 to 06/23/12	11 Sign Off Depts	12 Run Payroll	13	14	15 212 Pay Day FY Payroll 19	16
17 Fathers Day 	18	19 Juneteenth Holiday 	20 Kronos E-Mail Reminder	21	22 Dept Approvals	23 PPE 06/10/12 to 06/23/12 Schedule 2
24 PFB 06/24/12 to 07/07/12	25 Sign Off Depts	26 Run Payroll	27	28	29 213 Pay Day FY Payroll 20	30





# July

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Kronos E-Mail Reminder	4 Independence Day Holiday 	5	6 Dept Approvals	7 PPE 06/24/12 to 07/07/12 Schedule 1
8 PPE 07/08/12 to 07/21/12	9 Sign Off Depts	10 Run Payroll	11	12	13 214 Pay Day FY Payroll 21	14
15	16	17	18 Kronos E-Mail Reminder	19	20 Dept Approvals	21 PPE 07/08/12 to 07/21/12 Schedule 2
22 PPE 07/22/12 to 08/04/12	23 Sign Off Depts	24 Run Payroll	25	26	27 215 Pay Day FY Payroll 22	28
29	30	31				

# August

2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Kronos E-Mail Reminder	2	3 Dept Approvals	4 PPE 07/22/12 to 08/04/12 Schedule 1
5 PPB 08/05/12 to 08/18/12	6 Sign Off Depts	7 Run Payroll	8	9	10 216 Pay Day FY Payroll 23	11
12	13	14	15 Kronos E-Mail Reminder	16	17 Dept Approvals	18 PPE 08/05/12 to 08/18/12 Schedule 2
19 PPB 08/19/12 to 09/01/12	20 Sign Off Depts	21 Run Payroll	22	23	24 217 Pay Day FY Payroll 24	25
26	27	28	29 Kronos E-Mail Reminder	30	31 Dept Approvals	
						

# September

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 PPE 08/19/12 to 09/01/12 Schedule 1
2 PFB 09/02/12 to 09/15/12	3 Labor Day Holiday 	4 Sign Off Depts Run Payroll	5	6	7 218 Pay Day FY Payroll 25	8
9 Grand Parents Day	10	11	12 Kronos E-Mail Reminder	13	14 Dept Approvals	15 PPE 09/02/12 to 09/15/12 Schedule 2
16 PFB 09/16/12 to 09/29/12	17 Sign Off Depts	18 Run Payroll	19	20	21 219 Pay Day FY Payroll 26	22
23	24	25	26 Kronos E-Mail Reminder	27	28 Dept Approvals	29 PPE 09/16/12 to 09/29/12 Schedule 3
30 PFB 09/30/12 to 10/13/12						

# October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Sign Off Depts	2 Run Payroll	3	4	5 220 Pay Day FY Payroll 1	6
7	8 Columbus Day	9	10 Kronos E-Mail Reminder	11	12 Dept Approvals	13 PPE 09/30/12 to 10/13/12 Schedule 1
14 PFB 10/14/12 to 10/27/12	15 Sign Off Depts	16 Run Payroll	17	18	19 221 Pay Day FY Payroll 2	20
21	22	23	24 Kronos E-Mail Reminder	25	26 Dept Approvals	27 PPE 10/14/12 to 10/27/12 Schedule 2
28 PFB 10/28/12 to 11/10/12	29 Sign Off Depts	30 Run Payroll	31 Halloween 			

2012


# November

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 222 Pay Day FY Payroll 3	3
4 Daylight Savings Time Ends 	5	6	7 Kronos E-Mail Reminder	8	9 Dept Approvals	10 PPE 10/28/12 to 11/10/12 Schedule 1
11 PFB 11/11/12 to 11/24/12 Veterans Day 	12 Sign Off Depts	13 Run Payroll	14	15	16 223 Pay Day FY Payroll 4	17
18	19	20	21 Kronos E-Mail Reminder	22 Thanksgiving Day 	23 Dept Approvals 	24 PPE 11/11/12 to 11/24/12 Schedule 2
25 PFB 11/25/12 to 12/08/12	26 Sign Off Depts	27 Run Payroll	28	29	30 224 Pay Day FY Payroll 5	

# December

2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Kronos E-Mail Reminder	6	7 Dept Approvals	8 PPE 11/25/12 to 12/08/12 Schedule 1
9 PFB 12/09/12 to 12/22/12	10 Sign Off Depts	11 Run Payroll	12	13	14 225 Pay Day FY Payroll 6	15
16	17	18	19 Kronos E-Mail Reminder	20	21 Dept Approvals	22 PPE 12/09/12 to 12/22/12 Schedule 2
23 PFB 12/23/12 to 01/05/13	24 Christmas Eve Sign Off Depts	25 Christmas Day Run Payroll 	26	27	28 226 Pay Day FY Payroll 7	29
30	31 New Years Eve 