

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	New Year's Day	Holiday			BW 1 EPAFs due HR by Noon	
7	8	9	10	11	12	13
	BW 1 Kronos Approval by 2pm	BW 1 Runs			BW 1 Payday	
	F9 1 EPAFs due HR By Noon	F9 1 Late Pays PR by 2 pm	F9 1 Runs		F9 1 Payday	
14	15	16	17	18	19	20
	M L King Day				BW 2 EPAFs due HR by Noon	
21	22	23	24	25	26	27
	BW 2 Kronos Approval By 2 pm	BW 2 Runs			BW 2 Payday	
			MN 1 & F9 2 EPAFs Due HR by Noon	MN 1 & F9 2 Late Pays due PR by 2 pm	F9 2 Runs	
28	29	30	31			
	MN 1 Runs		F9 2 Payday MN 1 Payday			

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					BW 3 EPAFs due	
					HR by Noon	
					Kronos Leave Approval	
					For MN 1, F9 1, F9 2 by 4:45	
4	5	6	7	8	9	10
	BW 3 Kronos Approval	BW 3 Runs			BW 3 Payday	
	By 2 pm				F9 3 EPAFs due	
	Leave Processing for				HR by Noon	
	MN 1, F9 1, F9 2					
11	12	13	14	15	16	17
	F9 3 Late Pays due	F9 3 Runs		F9 3 Payday	BW 4 EPAFs due	
	PR by 2 pm				HR by Noon	
18	19	20	21	22	23	24
	BW 4 Kronos Approval	BW 4 Runs			BW 4 Payday	
			MN 2 & F9 4 EPAFs	MN 2 & F9 4 Late	F9 4 Runs	
			Due HR by Noon	Pays due PR by		
				2 pm		
25	26	27	28			
	MN 2 Runs		F9 4 Payday			
			MN 2 Payday			

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					BW 5 EPAFs due HR by Noon Kronos Leave Approval MN 2, F9 3, F9 4 by 4:45	
4	5	6	7	8	9	10
BW 5 Kronos Approval By 2 pm Leave Processing for MN 2, F9 3, F9 4		BW 5 Runs			BW 5 Payday F9 5 EPAFs due HR by Noon	
11	12	13	14	15	16	17
F9 5 Late Pays due PR by 2 pm		F9 5 Runs		F9 5 Payday	BW 6 EPAFs due HR by Noon	
18	19	20	21	22	23	24
BW 6 Kronos Approval By 2 pm		BW 6 Runs			BW 6 Payday MN 3 & F9 6 EPAFs Due HR by Noon	
25	26	27	28	29	30	31
MN 3 & F9 6 Late Pays Due PR by 2 pm		F9 6 Runs	MN 3 Runs		BW 7 EPAFs due HR by Noon MN 3 & F9 6 Payday	

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 BW 7 Kronos Approval By 2 pm	3 BW 7 Runs Kronos Leave Approval For MN 3, F9 5, F9 6 By 4:45	4 Leave Processing MN 3, F9 5, F9 6	5	6 BW 7 Payday	7
8	9 F9 7 EPAFs due HR by Noon	10 F9 7 Late Pays due PR by 2 pm	11 F9 7 Runs	12	13 BW 8 EPAFs due HR by Noon F9 7 Payday	14
15	16 BW 8 Kronos Approval By 2 pm	17 BW 8 Runs	18	19	20 BW 8 Payday	21
22	23 MN 4 & F9 8 EPAFs due HR by Noon	24 MN 4 & F9 8 Late Pays due PR by 2 pm	25 F9 8 Runs	26 MN 4 Runs	27 BW 9 EPAFs due HR by Noon	28
29	30 BW 9 Kronos Approval By 2 pm MN 4 Payday F9 8 Payday					

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 BW 9 Runs	2	3	4 BW 9 Payday	5
			Kronos Leave Approval MN 4, F9 7, F9 8 by 4:45	Processing Leave MN 4, F9 7, F9 8		
6	7	8	9	10	11 BW 10 EPAFs HR by Noon F9 9 Run	12
			F9 9 EPAFs due HR by Noon	F9 9 Late Pays Due PR by 2 pm		
13	14 BW 10 Kronos Approval by 2 pm	15 BW 10 Runs	16	17	18 BW 10 Payday	19
20	21	22	23 MN 5 & SF 1 EPAFs due HR By Noon	24 MN 5 & SF 1 Late Pays due PR by 2 pm	25 BW 11 EPAFs HR by Noon SF 1 Runs	26
27	28 Memorial Day	29 BW 11 Kronos Approval by 2 pm MN 5 Runs	30 BW 11 Runs	31 MN 5 Payday SF 1 Payday		

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 BW 11 Payday	2
3	4 Kronos Leave Approval for MN 5, F9 9, SF 1 By 4:45 pm	5 Leave Processing MN 5, F9 9, SF 1	6	7	8 BW 12 EPAFs Due HR by	9
10	11 BW 12 Kronos Approval By 2 pm SF 2 EPAFs due HR by Noon	12 BW 12 Runs SF 2 Late Pays Due PR by 2 pm	13 SF 2 Runs	14	15 BW 12 Payday SF 2 Payday	16
17	18	19	20	21 MN 6 & SF 3 EPAFs Due HR by Noon	22 BW 13 EPAFs HR by Noon MN 6 & SF 3 Late Pays due PR 2pm	23
24	25 BW 13 Kronos Approval By 2 pm SF 3 Runs	26 BW 13 Runs	27 MN 6 Runs	28	29 BW 13 Payday MN 6 Payday SF 3 Payday	30

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		Kronos Leave Approval for MN 6, SF 2, SF 3 by 4:45	Holiday	Leave Processing MN 6, SF 2, Sf3	BW 14 EPAFs due HR by Noon	
8	9	10	11	12	13	14
	BW 14 Kronos Approval by 2 pm SF 4 EPAFs due HR by Noon	BW 14 Runs SF 4 Late Pays due PR by 2 pm	SF 4 Runs		BW 14 Payday SF 4 Payday	
15	16	17	18	19	20	21
					BW 15 EPAFs due HR by Noon	
22	23	24	25	26	27	28
	BW 15 Kronos Approval by 2 pm	BW 15 Runs MN 7 & SF 5 EPAFs Due HR by Noon	MN 7 & SF 5 Late Pays due PR by 2 pm	SF 5 Runs	BW 15 Payday MN 7 Runs	
29	30	31				
		SF 5 Payday MN 7 Payday				

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
				Kronos Leave Approval for MN 7, SF 4, SF 5 by 4:45	Leave Processing MN 7, SF 4, SF 5 BW 16 EPAFs due HR by Noon	
5	6	7	8	9	10	11
	BW 16 Kronos Approval by 2 pm	BW 16 Runs		SF 6 EPAFs due HR by Noon	BW 16 Payday SF 6 Late Pays Due PR by 2 pm	
12	13	14	15	16	17	18
	SF 6 Runs		SF 6 Payday		BW 17 EPAFs Due HR by Noon	
19	20	21	22	23	24	25
	BW 17 Kronos Approval by 2 pm	BW 17 Runs		MN 8 & F9 10 EPAFs due HR By Noon	BW 17 Payday	
26	27	28	29	30	31	
	MN 8 & F9 10 Late Pays due PR by 2 pm	MN 8 Runs	F9 10 Runs		BW 18 EPAFs due HR by Noon F9 10 Payday MN 8 Payday	

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Holiday	4 BW 18 Kronos Approval by 2 pm	5 BW 18 Runs Kronos Leave Approval for MN 8, SF 6, F9 10 by 4:45	6 Leave Processing for MN 8, SF 6, F9 10	7 BW 18 Payday	8
9	10 F9 11 EPAFs Due HR by Noon	11 F9 11 Late Pays Due PR by 2 pm	12 F9 11 Runs	13	14 BW 19 EPAFs Due HR by Noon F9 11 Payday	15
16	17 BW 19 Kronos Approval by 2	18 BW 19 Runs	19	20	21 BW 19 Payday MN 9 & F9 12 EPAFs due HR By Noon	22
23	24 MN 9 & F9 12 Late Pays due PR By 2 pm	25 F9 12 Runs	26 MN 9 Runs	27	28 BW 20 EPAFs due HR by Noon F9 12 Payday MN 9 Payday	29
30						

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	BW 20 Kronos Approval by 2	BW 20 Runs Kronos Leave Approval for MN 9, F9 11, F9 12 by 4:45	Leave Processing for MN 9, F9 11, F9 12		BW 20 Payday	
7	8	9	10	11	12	13
		F9 13 EPAFs due HR by Noon	F9 13 Late Pays Due PR by 2 pm	F9 13 Runs	BW 21 EPAFs Due HR by Noon	
14	15	16	17	18	19	20
	BW 21 Kronos Approval by 2 pm F9 13 Payday	BW 21 Runs			BW 21 Payday	
21	22	23	24	25	26	27
			MN 10 & F9 14 EPAFs due HR By Noon	MN 10 & F9 14 Late Pays due PR By 2 pm	F9 14 Runs BW 22 EPAFs Due HR by Noon	
28	29	30	31			
	MN 10 Run BW 22 Kronos Approval by 2 pm	BW 22 Runs	F9 14 Payday MN 10 Payday			

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					BW 22 Payday	
					Kronos Leave Approval	
					For MN 10, F9 13, F9 14 by 4:45 pm	
4	5	6	7	8	9	10
	Leave Processing			F9 15 EPAFs due	BW 23 EPAFs due	
	For MN 19, F9 13,			HR by Noon	HR by Noon	
	F9 14				F9 15 Late Pays due	
					PR by 2 pm	
11	12	13	14	15	16	17
	BW 23 Kronos	BW 23 Runs		F9 15 Payday	BW 23 Payday	
	Approval by 2 pm					
	F9 15 Runs					
18	19	20	21	22	23	24
	MN 11 & F9 16 EPAFs	BW 24 EPAFs due	Holiday	Thanksgiving	Holiday	
	Due HR by Noon	HR by Noon				
		MN 11 & F9 16				
		Late Pay due 2 pm				
25	26	27	28	29	30	
	BW 24 Kronos	BW 24 Runs	MN 11 Runs		BW 24 Payday	
	Approval by 2 pm				F9 16 Payday	
	F9 16 Runs				MN 11 Payday	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		Kronos Leave Approval for MN 11, F9 15, F9 16	Leave Processing for MN 11, F9 15, F9 16		BW 25 EPAFs due HR by Noon	
9	10	11	12	13	14	15
	BW 25 Kronos Approval by 2 pm F9 17 EPAFs due HR by Noon	BW 25 Runs F9 17 Late Pays due PR by 2 pm	F9 17 Runs		BW 25 Payday F9 17 Payday	
16	17	18	19	20	21	22
	Holiday TBD					
23	24	25	26	27	28	29
	Holiday	Christmas			BW 26 Payday	
30	31					
	F9 18 Payday MN 12 Payday					