



**ATTENDANCE ENTRY  
for SCHOOL YEAR  
2023 - 2024  
252 DAY EMPLOYEE**

Please check and verify your KRONOS Attendance weekly. ALL Budget Center Managers (Principal, Director, or appropriate Manager) must review and sign-off by 9:00 am on the date indicated.

# OF PAYROLL	ATTENDANCE PERIOD	KRONOS LAST DAY TO APPROVE ATTENDANCE	KRONOS LAST DAY TO SIGN OFF ATTENDANCE	PAYROLL RUN DATES	PAY DATE
1	07/01 - 07/15	07/17/23	07/17/23	07/17 - 07/19	07/31/23
2	07/16 - 07/31	08/01/23	08/01/23	08/01 - 08/03	08/15/23
3	08/01 - 08/15	08/16/23	08/16/23	08/16 - 08/18	08/31/23
4	08/16 - 08/31	09/01/23	09/01/23	09/01 - 09/06	09/15/23
5	09/01 - 09/15	09/18/23	09/18/23	09/18 - 09/20	09/29/23
6	09/16 - 09/30	10/02/23	10/02/23	10/02 - 10/04	10/13/23
7	10/01 - 10/15	10/16/23	10/16/23	10/16 - 10/18	10/31/23
8	10/16 - 10/31	11/01/23	11/01/23	11/01 - 11/03	11/15/23
9	11/01 - 11/15	11/16/23	11/16/23	11/16 - 11/20	11/30/23
10	11/16 - 11/30	12/01/23	12/01/23	12/01 - 12/05	12/14/23
11	12/01 - 12/15	12/18/23	12/18/23	12/18 - 12/20	12/28/23
12	12/16 - 12/31	01/02/24	01/02/24	01/02 - 01/04	01/12/24
13	01/01 - 01/15	01/16/24	01/16/24	01/16 - 01/18	01/31/24
14	01/16 - 01/31	02/01/24	02/01/24	02/01 - 02/05	02/15/24
15	02/01 - 02/15	02/16/24	02/16/24	02/16 - 02/20	02/29/24
16	02/16 - 02/29	03/01/24	03/01/24	03/01 - 03/05	03/15/24
17	03/01 - 03/15	03/18/24	03/18/24	03/18 - 03/20	03/28/24
18	03/16 - 03/31	04/08/24	04/08/24	04/08 - 04/10	04/15/24
19	04/01 - 04/15	04/16/24	04/16/24	04/16 - 04/18	04/30/24
20	04/16 - 04/30	05/01/24	05/01/24	05/01 - 05/03	05/15/24
21	05/01 - 05/15	05/16/24	05/16/24	05/16 - 05/20	05/31/24
22	05/16 - 05/31	06/03/24	06/03/24	06/03 - 06/05	06/14/24
23	06/01 - 06/15	06/17/24	06/17/24	06/17 - 06/20	06/28/24
24	06/16 - 06/30	07/01/24	07/01/24	07/01 - 07/03	07/15/24

Note: