

# JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> New Year's Day <b>CLOSED</b>	<b>2</b> Tsheets DUE 9am Timesheets Approved	<b>3</b>	<b>4</b>	<b>5</b> <b>PAYDAY</b>	<b>6</b>
7	<b>8</b> Bills Due by 12 Noon	<b>9</b> Bills Approved 9:00am Dept. Update	<b>10</b>	<b>11</b> Checks Signed	<b>12</b>	<b>13</b>
14	<b>15</b> M L King Day <b>CLOSED</b>	<b>16</b> Tsheets DUE 9am Timesheets Approved	<b>17</b>	<b>18</b>	<b>19</b> <b>PAYDAY</b>	<b>20</b>
21	<b>22</b> Bills Due by 12 Noon	<b>23</b> Bills Approved	<b>24</b>	<b>25</b> Checks Signed	<b>26</b>	<b>27</b>
28	<b>29</b> Tsheets DUE 10am	<b>30</b> Timesheets Approved Liability Checks	<b>31</b>			

# FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>PAYDAY</b>	3
4	5 Bills Due by 12 Noon	6 Bills Approved	7	8 Checks Signed	9	10
11	12 Lincoln's B-Day <b>CLOSED</b>	13 Tsheets DUE 9am Timesheets Approved 9:00am Dept. Update	14 Valentine's Day	15	16 <b>PAYDAY</b> Bills Due by 12 Noon	17
18	19 President's Day/ Washington's B-Day <b>CLOSED</b>	20 Bills Approved	21	22 Checks Signed	23	24
25	26 Tsheets DUE 10am	27 Timesheets Approved Liability Checks	28	29 <b>LEAP YEAR</b>		

# MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>PAYDAY</b>	2
3 <b>CCAM →</b>	4 Bills Due by 12 Noon	5 Bills Approved	6	7 Checks Signed	8	9
10	11 Tsheets DUE 10am	12 Timesheets Approved 9:00am Dept. Update	13	14	15 <b>PAYDAY</b>	16
17	18 Bills Due by 12 Noon	19 Bills Approved	20	21 Checks Signed	22	23
24 31 Easter	25 Tsheets DUE 10am	26 Timesheets Approved Liability Checks	27	28	29 <b>PAYDAY</b> Good Friday	30

# APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Bills Due by 12 Noon	2 ELECTION	3	4 Bills Approved Checks Signed	5	6
7	8 Tsheets DUE 10am	9 Timesheets Approved 9:00am Dept. Update	10	11	12 PAYDAY	13
14	15 Bills Due by 12 Noon	16 Bills Approved	17	18 Checks Signed	19	20
21	22 Tsheets DUE 10am	23 Timesheets Approved	24	25	26 PAYDAY	27
28	29 Bills Due by 12 Noon	30 Bills Approved Liability Checks				

# MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Checks Signed	3	4
5	6 Timesheets DUE 10am	7 Timesheets Approved	8 Truman Day CLOSED	9	10 PAYDAY	11
12 Mother's Day	13 Bills Due by 12 Noon	14 Bills Approved 9:00am Dept. Update	15	16 Checks Signed	17	18
19	20 Timesheets DUE 10am	21 Timesheets Approved	22	23	24 PAYDAY Bills Due by 12 Noon	25
26	27 Memorial Day CLOSED	28 Bills Approved Liability Checks	29	30 Checks Signed	31	

# JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Tsheets DUE 10am	4 Timesheets Approved	5	6	7 PAYDAY	8
9	10 Bills Due by 12 Noon	11 Bills Approved 9:00am Dept. Update	12	13 Checks Signed	14	15
16 Father's Day	17 Tsheets DUE 10am	18 Timesheets Approved	19 Juneteenth CLOSED	20	21 PAYDAY	22
23  30	24 Bills Due by 12 Noon	25 Bills Approved Liability Checks	26	27 Checks Signed	28	29

# JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Tsheets DUE 10am	<b>2</b> Timesheets Approved	<b>3</b>	<b>4</b> Independence Day <b>CLOSED</b>	<b>5</b> <b>PAYDAY</b>	<b>6</b>
7	<b>8</b> Bills Due by 12 Noon	<b>9</b> Bills Approved 9:00am Dept. Update	<b>10</b>	<b>11</b> Checks Signed	<b>12</b>	<b>13</b>
14	<b>15</b> Tsheets DUE 10am <b>BOE</b> <b>HEARING</b> @ 9am statute 138.010(2)	<b>16</b> Timesheets Approved	<b>17</b>	<b>18</b>	<b>19</b> <b>PAYDAY</b>	<b>20</b>
21	<b>22</b> Bills Due by 12 Noon	<b>23</b> Bills Approved	<b>24</b>	<b>25</b> Checks Signed	<b>26</b>	<b>27</b>
28	<b>29</b> Tsheets DUE 10am	<b>30</b> Timesheets Approved Liability Checks	<b>31</b>			

# AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>PAYDAY</b>	3
4	5 Bills Due by 12 Noon	6 <b>ELECTION</b>	7	8 Bills Approved Checks Signed	9	10
11	12 Tsheets DUE 10am	13 Timesheets Approved 9:00am Dept. Update	14	15	16 <b>PAYDAY</b>	17
18	19 Bills Due by 12 Noon	20 Bills Approved	21	22 Checks Signed	23	24
25	26 Tsheets DUE 10am	27 Timesheets Approved Liability Checks	28	29	30 <b>PAYDAY</b> Bills Due by 12 Noon	31



# SEPTEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>2</b>  Labor Day <b>CLOSED</b>	3  Bills Approved	4	5  Checks Signed	6	7
8  MACCEA →	9  Tsheets DUE 10am	10  Timesheets Approved 9:00am Dept. Update	11	12	13  PAYDAY	14
15  MACTA →	16  Bills Due by 12 Noon	17  Bills Approved	18	19  Checks Signed	20	21
22	23  Tsheets DUE 10am	24  Timesheets Approved	25	26  Liability Checks	27  PAYDAY	28
29	30  Bills Due by 12 Noon					

# OCTOBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Bills Approved	2	3 Checks Signed	4	5
6	7 Tsheets DUE 10am	8 Timesheets Approved 9:00am Dept. Update	9	10	11 PAYDAY Bills Due by 12 Noon	12
13	14 Columbus Day CLOSED	15 Bills Approved	16	17 Checks Signed	18	19
20	21 Tsheets DUE 10am	22 Timesheets Approved	23	24	25 PAYDAY	26
27	28 Bills Due by 12 Noon	29 Bills Approved Liability Checks	30	31 Halloween Checks Signed		

# NOVEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Tsheets DUE 9am	5 Timesheets Approved <b>ELECTION</b>	6	7	8 <b>PAYDAY</b> Bills Due by 12 Noon	9
10	11 Veterans Day <b>CLOSED</b>	12 9:00am Dept. Update Bills Approved	13	14 Checks Signed	15	16
17 MAC →	18 Tsheets DUE 10am	19 Timesheets Approved	20	21	22 <b>PAYDAY</b>	23
24	25 Bills Due by 12 Noon	26 Bills Approved Liability Checks Checks Signed	27	28 Thanksgiving Day <b>CLOSED</b>	29 Black Friday <b>TBD</b>	30

# DECEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Tsheets DUE 10am	3 Timesheets Approved	4	5 Holiday Luncheon @ 12p in Comm. Room	6 PAYDAY	7
8	9 Bills Due by 12 Noon	10 Bills Approved 9:00am Dept. Update	11	12 Checks Signed	13	14
15	16 Tsheets DUE 10am	17 Timesheets Approved	18	19	20 PAYDAY	21
22	23 Bills Due by 12 Noon	24 Bills Approved	25 Christmas Day CLOSED	26 Checks Signed	27	28
29	30 Tsheets DUE 10am	31 Timesheets Approved Liability Checks	JAN 1 New Year's Day Holiday CLOSED	JAN 2	JAN 3 PAYDAY	JAN 4