



December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Payroll Closes today. All changes and corrections must be made in Spokechoice for period of 11/16/24-11/30/24. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY.	2 All hours must be approved by 9:00am – no exceptions. Payroll closed on 12/1/24	3	4	5	6	7
8	9	10	11	12 PAYDAY Direct Deposits In bank by 9:00am and Paychecks Mailed by 3:00pm today	13	14
15	16 Payroll Closes today. All changes and corrections must be made in Spokechoice for period of 12/1/24-12/15/24. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY.	17	18	19	20	21
22	23	24 Holiday – Christmas Eve– Affinity Offices are CLOSED	25 Holiday – Christmas – Affinity Offices are CLOSED	26 PAYDAY Direct Deposits In bank by 9:00am and Paychecks Mailed by 3:00pm today	27	28
29	30	31	Notes:			