



September 2024

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