



February 2025

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 1/16/25-1/31/25. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY
2	3 All hours must be approved by 9:00am – no exceptions. Payroll closed on 2/1/25	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 Happy Valentines Day!	15
16 Payroll Closes today at 5:00pm. All changes and corrections must be made in Spokechoice for period of 2/1/25-2/15/25. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY	17 Holiday – Presidents Day – Affinity Offices are CLOSED. All hours must be approved by 9:00am – no exceptions. Payroll closed on 2/16/25	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	