



December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Payroll Closes today. All changes and corrections must be made in Spokechoice for period of 11/16/23-11/30/23. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY.	2
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 Due to holiday payroll closes tomorrow. Please plan ahead!!!	16 Payroll Closes today. All changes and corrections must be made in Spokechoice for period of 12/1/23-12/15/23. PROVIDERS MAKE SURE GUARDIANS APPROVE HOURS TODAY.
17	18	19	20	21	22 PAYDAY Direct Deposits In bank by 9:00am and Paychecks Mailed by 3:00pm today	23
24	25 Holiday – Christmas – Affinity Offices are CLOSED	26	27	28	29	30
31 Happy New Years Eve						