

RCSD Accounting Calendar

January 2022 – June 2022

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Accounts Payable

Activity Fund

Payroll

*Time Sheets

*Bus Reports

*Kronos Approval

*School Absence Report

January 2022
10 Accounts payable purchase orders due by 12 noon (Utility Bills received during the holidays)
12 Payroll due by 4 pm for pay period 11/29-1/02 (5 weeks) Due 01/12/2022
14 Activity Fund transmittal by 4 pm
28 Accounts payable purchase orders due by 4 pm (for payment on 2/09/22)
31 PAYDAY

February 2022
02 Payroll due by 4 pm for pay period 1/03-1/30 (4 weeks) Due 02/02/2022
07 Activity Fund transmittal by 4 pm
28 Accounts Payable purchase orders due by 4 pm (for payment on 3/09/22)
28 PAYDAY

March 2022
02 Payroll due by 4 pm for pay period 1/31-2/27 (4 weeks) Due 3/02/2022
07 Activity Fund transmittal due by 4 pm
31 Accounts Payable purchase orders due by 4 pm (for payment on 4/13/22)
31 PAYDAY

April 2022
06 Payroll due by 4 pm for pay period 2/28-4/03 (5 weeks) Due 4/06/2022
07 Activity Fund transmittal due by 4 pm
29 Accounts Payable purchase orders due by 4 pm (for payment on 5/11/22)
29 PAYDAY

May 2022
04 Payroll due by 4 pm for pay period 4/04-5/01 (4 weeks) Due 05/04/2022
06 Activity Fund transmittal due by 4 pm
26 Accounts Payable purchase orders due by 4 pm (for payment on 6/08/22)
31 PAYDAY

June 2022
01 Payroll due by 4 pm for pay period 5/02-5/29 (4 weeks) Due 6/01/2021
07 Activity Fund transmittal due by 4 pm
13 FINAL Accounts Payable FY20 purchase orders due by 12 noon (for payment on 6/22/22)
30 PAYDAY