<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
</table>
|     |     |     | **1**<br>NEW YEAR’S DAY  
CSU HOLIDAY | **2** | **3** | **4** |
|     |     |     |     |     |     |     |
| **5** | **6** | **7** |     | **8** |     | **10**<br>PPE  
Accts Rec statement due date  
COFRS Dec close – period 06 |
|     | Hourly payroll processed to KFS | Accts Pay check run |     | **9**<br>Accts Pay check run |     | **11** |
| **12** | **13** | **14** | PDI | **15** | **16**<br>Accts Pay check run | **17**<br>PPE  
Accts Pay check run |
| PDI | Accts Pay check run  
PDI |     | PDI |     |     |     |
| **19** | **20** | **21**<br>Accts Pay check run  
Hourly payroll processed to KFS  
Spring classes begin | **22**<br>Accts Pay check run | **23**<br>Accts Pay check run | **24**<br>PPE  
Accts Pay check run | **25** |
| MLK DAY  
CSU HOLIDAY | PDI |     |     |     |     |     |
| **26** | **27** | **28**<br>Accts Pay check run | **29**<br>Accts Pay check run | **30**<br>Accts Pay check run | **31**<br>Jan monthend close – 7pm  
Chinese New Year-  
Year of the Horse  
PAYDAY! |     |
|     | Monthly payroll processed to KFS |     |     |     |     |     |