

July

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Quarter 1 2022 begins Start gathering salary/benefit 2021Q4	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Q4 2021 ready to claim	31 Deadline to file Q3 2021
		Part=Participant				

August

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 1 st Coordinator reminder	5	6	7
8	9	10	11	12	13	14
15	16	17	18 2 nd Coordinator email	19	20	21
22	23	24	25	26	27	28
29	30	31 Finalize District-Wide/ Work Schedule (annual) Review Q2 2022 participant list				

September

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Part.list and work schedule for Q2 2022 due	11
12	13	14	15	16	17	18
19	20	21	22 Welcome email (online training)	23	24	25
26	27	28	29	30 Q1 2022 ends		
		Part=participant				

October

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Q 2 2022 begins Start gathering sal/benefit for 2022 Q1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Deadline for filing Q4 2021	30
31						

November

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Review and finalize part. List for Q3 2022				
		Part=participant				

December

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Part.list/ Work schedule calendar for Q3 2022	11
12	13	14	15	16	17	18
19	20	21 New Part receive welcome emails (online training) Q3 2022	22	23	24	25
26	27	28	29	30	31 Q2 2022 ends	
		Part=participant				

January

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Q3 2022 begins
2	3	4 Start gathering salary/benefit for Q2 2022	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Deadline for filing Q1 2022					

February

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Review and finalize part. List for Q4 2022	26
27	28		Part=participant			

March

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Part. List/work schedule changes for Q4 2022	11	12
13	14	15	16	17	18	19
20	21 New Part. Receive email and online training for Q4 2022	22	23	24	25	26
27	28	29	30	31	Remember to update your last day of school due to inclement weather if needed.	
		Part=participant				

April

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Q4 2022 begins Start gathering salary/benefit for 2022 Q2	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Deadline for filing Q2 2022	30

May

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Q4 2022 ends	There is no quarterly prep work for 2022 Q1	

July

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Start gathering salary/benefit info for 2022 Q4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						