

2025 Sheriff Day Calendar					
Pay Period Start	Pay Period End	Pay Date	Group 1	Group 2	Group 3
12/14/2024	12/27/2024	1/3/2025	12/24/2024	12/19/2024	
12/28/2024	1/10/2025	1/17/2025	1/8/2025	1/3/2025	
1/11/2025	1/24/2025	1/31/2025	1/23/2025		1/13/2025
1/25/2025	2/7/2025	2/14/2025	2/7/2025		1/28/2025
2/8/2025	2/21/2025	2/28/2025		2/17/2025	2/12/2025
2/22/2025	3/7/2025	3/14/2025		3/4/2025	2/27/2025
3/8/2025	3/21/2025	3/28/2025		3/19/2025	3/14/2025
3/22/2025	4/4/2025	4/11/2025	3/24/2025	4/3/2025	
4/5/2025	4/18/2025	4/25/2025	4/8/2025	4/18/2025	
4/19/2025	5/2/2025	5/9/2025	4/23/2025		4/28/2025
5/3/2025	5/16/2025	5/23/2025	5/8/2025		5/13/2025
5/17/2025	5/30/2025	6/6/2025	5/23/2025		5/28/2025
5/31/2025	6/13/2025	6/20/2025		6/2/2025	6/12/2025
6/14/2025	6/27/2025	7/3/2025		6/17/2025	6/27/2025
6/28/2025	7/11/2025	7/18/2025	7/7/2025	7/2/2025	
7/12/2025	7/25/2025	8/1/2025	7/22/2025	7/17/2025	
7/26/2025	8/8/2025	8/15/2025	8/6/2025	8/1/2025	
8/9/2025	8/22/2025	8/29/2025	8/21/2025		8/11/2025
8/23/2025	9/5/2025	9/12/2025	9/5/2025		8/26/2025
9/6/2025	9/19/2025	9/26/2025		9/15/2025	9/10/2025
9/20/2025	10/3/2025	10/10/2025		9/30/2025	9/25/2025
10/4/2025	10/17/2025	10/24/2025		10/15/2025	10/10/2025
10/18/2025	10/31/2025	11/7/2025	10/20/2025	10/30/2025	
11/1/2025	11/14/2025	11/21/2025	11/4/2025	11/14/2025	
11/15/2025	11/28/2025	12/5/2025	11/19/2025		11/24/2025
11/29/2025	12/12/2025	12/19/2025	12/4/2025		12/9/2025
12/13/2025	12/26/2025	1/2/2026	12/19/2025		12/24/2025

Payroll will need to insert Sheriff Days based on Off Group's into the Advanced Calendar
This should be entered by the end of the 1st week of the pay period.

Instructions:

Go to Advanced Calendar under Manage-->Calendar/Click Advanced/Click Filters/
Click Assignment/ --see below, you need to do each department separately
under Department/select Communications and then go through rest of steps
then you will go back to Department/Select Racine County Sheriff's Office
Click Assignment/Click Shift Mask/Select the Sheriff Group would like to work with
Click OK/Click a person in the list to highlight their name/Hit CTRL+A to select all
Right click on the day that you would like to enter a Sheriff Day/Click Off Roster
Select Work Code Sheriff Day/Make sure hours total 8 hours/Select the roster tab and see below for each department
make sure that the department/area/region => Communications Dept for COMMUNICATIONS
make sure that the department/area/region => Racine County sheriffs Office, Operations, Administration for RCSO
Click OK

See print screens in Sheriff Day folder for examples

when Done go to the roster dates to make sure the entries are there. Select a few people
and review their calendars to make sure the sheriff day is on the correct day for them.