

Memorandum

TO: T&E

FROM: Katerina Kharchenko

DATE: November 19, 2021

SUBJECT: 2021 Thanksgiving Holiday Timecard Processing Schedule

Thanksgiving Holiday - November 25 – 26, 2021

All timecards for the week of 11/17-11/23 ****Must Be received by the Verification***

Department No Later Than 11am Wednesday, November 24, 2021 to be considered

Current and paid on Thursday, December 2, 2021.

Any and all cards stamped in the T & E Department after 11am on November 24, 2021 will be processed for the following pay period which will be paid on Thursday, December 9, 2021.

****No exceptions will be made for this date or time.***