

# Memorandum

**TO:** T&E

**FROM:** Katerina Kharchenko

**DATE:** November 18, 2022

**SUBJECT:** Thanksgiving Holiday Timecard Processing Schedule

## Thanksgiving Holiday - November 24 – 25, 2022

All timecards/eClaims ***\*Must Be received No Later Than 11am Wednesday, November 23, 2022*** to be considered ***Current*** and paid on Thursday, December 1, 2022.

Any and all cards stamped or eClaims received in the T & E Department after 11am on November 23, 2022 will be processed for the following pay period which will be paid on Thursday, December 8, 2022.

Verification Department will be closed for the Holiday 11/24/2022-11/25/2022.

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