

# Memorandum

**TO:** T&E

**FROM:** Katerina Kharchenko  
Manager Rail Verification

**DATE:** April 4, 2023

**SUBJECT:** Good Friday Holiday Timecard Processing Schedule

Due to the upcoming OTE holiday the following will apply:

## **Good Friday Holiday – April 7, 2023**

All timecards/eClaims ***\*Must Be received No Later Than 11am Thursday, April 6, 2023*** to be considered ***Current*** and paid on Thursday April 13, 2023.

Any and all cards stamped or eClaims received in the T & E Department after 11am on April 6, 2023 will be processed for the following pay period which will be paid on Thursday, April 20, 2023.