

# Memorandum

**TO:** T&E

**FROM:** Katerina Kharchenko  
Manager Rail Verification

**DATE:** June 9, 2023

**SUBJECT:** Juneteenth Holiday Timecards Processing Schedule

Due to the upcoming holiday the following will apply:

## Juneteenth Holiday – June 16, 2023

All timecards/eClaims ***\*Must Be received No Later Than 11am Thursday, June 15, 2023***

to be considered ***Current*** and paid on Thursday June 22, 2023.

Any and all cards stamped or eClaims received in the T & E Department after 11am on

June 15, 2023 will be processed for the following pay period which will be paid on

Thursday June 29, 2023.