

Memorandum

TO: T&E

FROM: Katerina Kharchenko

DATE: November 08, 2023

SUBJECT: Thanksgiving Holiday Timecard Processing Schedule

Thanksgiving Holiday - November 23 – 24, 2023

Due to Thanksgiving Holiday All timecards/eClaims ***Must Be received by Verification Department No Later Than 11am Wednesday, November 22, 2023** to be considered *current* and paid on Thursday, November 30, 2023.

Any and all cards stamped or eClaims received in the Verification Department after 11am on November 22, 2023 will be processed for the following pay period which will be paid on Thursday, December 7, 2023.

Verification Department will be closed for the Holiday 11/23-11/24 2023.