

Memorandum

TO: T&E
FROM: Katerina Kharchenko
DATE: March 19, 2024
SUBJECT: Good Friday Timecards Processing Schedule

Good Friday Holiday (OTE) - March 29, 2024

Due to OTE Good Friday Holiday All timecards/eClaims ***Must Be received by the Verification Department No Later Than 11 am Thursday, March 28, 2024** to be considered *current* and paid on Thursday, April 05, 2024.

Any and all cards stamped or eClaims received in the Verification Department after 11 am on March 28, 2024 will be processed for the following pay period which will be paid on Thursday, April 11, 2024.