

Memorandum

TO: T&E

FROM: Katerina Kharchenko
Manager Rail Verification

DATE: June 13, 2024

SUBJECT: Juneteenth Holiday Timecards Processing Schedule

Due to the upcoming holiday, the following will apply:

Juneteenth Holiday – June 21, 2024

All timecards/eClaims ****Must Be received by the Verification Department No Later Than 11 am Thursday, June 20, 2024,*** to be considered ***current*** and paid on Thursday, June 27, 2024.

Any cards stamped or eClaims received by the T & E Department after 11 am on June 20, 2024, will be processed for the following pay period which will be paid on Wednesday, July 3, 2024.