

Memorandum

TO: T&E
FROM: Katerina Kharchenko
DATE: November 13, 2024
SUBJECT: Thanksgiving Holiday Timecard Processing Schedule

Thanksgiving Holiday - November 28 – 29, 2024

Due to Thanksgiving Holiday All timecards/eClaims ***Must Be received by Verification Department No Later Than 11am Wednesday, November 27, 2024** to be considered *current* and paid on Thursday, December 05, 2024.

Any and all cards stamped or eClaims received in the Verification Department after 11am on November 27, 2024 will be processed for the following pay period which will be paid on Thursday, December 12, 2024.

Verification Department will be closed for the Holiday 11/28-11/29 2024.