

# Memorandum

**TO:** T&E  
**FROM:** Katerina Kharchenko  
**DATE:** March 25, 2026  
**SUBJECT:** Good Friday eCalims Processing Schedule

## **Good Friday Holiday (OTE) – April 03, 2026**

Due to TCU's Good Friday Holiday on Friday, April 3<sup>rd</sup>, 2026, All timecards/eClaims \*Must Be received by Verification Department No Later Than 11am Wednesday, April 1<sup>st</sup>, 2026 to be considered *current* and paid on Thursday, April 9, 2026.

eClaims received in the Verification Department after 11am on April 1st, 2026 will be processed for the following pay period which will be paid on Thursday, April 16, 2026.