

# DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Start of pay period one	2	3  Timesheets Due	4
5	6	7	8	9	10	11
12	13	14	15 Pay Day  End of pay period one	16 Start of pay period two	17	18
19	20  Timesheets Due	21	22	23	24 Christmas Eve LKI Office Closed Post Office Closed	25 Christmas Day
26	27	28	29	30 Pay Day 	31 End of pay period two	1

**Notes:**

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**Pay period one is the 1st through the 15th.**

**Pay period two is the 16th through the end of the month.**

**When the office is closed, please still send in faxes and emails. All calls will be returned the next business day.**

**Keep in consideration that when the post office is closed mail will be delayed. Send timesheets earlier or by another method if possible.**

**W2's will be mailed out by the January 31, 2021.**