

JANUARY 2021

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

Notes: © www.calendarlabs.com

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 January 31, 2021.