

MAY 2021

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

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.