





OCTOBER 2021

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

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.