

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Start of pay period one	2	3  Timesheets Due	4
5	6 Labor Day Office Closed Post Office Closed	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	25
26	27	28	29	30 Pay Day  End of pay period two	1	2

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.