

# DECEMBER 2022

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

W2's will be mailed out by the January 31, 2022.