

FEBRUARY 2022

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

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.