

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 New Year's Day 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 M L King Day	18	19	20  Timesheets Due	21	22
23	24	25	26	27	28  Pay Day	29
30 End of pay period two	31	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.

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