

MAY 2022

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

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.