

# NOVEMBER 2022

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

**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.**