

OCTOBER 2022

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

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.