



Memo

TO: Staff

FROM: Joanne Wicklund, Finance Manager
 Tasha Jewell, Finance Manager

DATE: December 8, 2023

RE: Timesheet Deadline – Holiday Schedule

As we begin to prepare for the upcoming holiday season, we would like to remind staff about the deadline for submitting timesheets.

Deadlines for the following pay periods are as follows:

Pay Period	Timesheets Due	Pay Day
November 25 – December 8, 2023	Thursday, December 7, 2023	December 15, 2023
December 9 – 22, 2023	Friday, December 15, 2023, at 4 pm (CST)	December 29, 2023

Please note that timesheets will be due early for Pay Period December 9-22, 2023 due to the holidays and office closure.

Payroll will be finalizing the payroll one week early, therefore it is very important for staff to submit their timesheets, including On-Call by the set deadline.

Timesheets not submitted by the deadline of December, 15, 2023 will be processed for pay day January 12, 2024.

If you have any questions or concerns, please contact the Payroll Department at payroll@tikinagan.org

Thank you and Happy Holidays!!

