Information Chart
Approved Timesheet Due at Noon
Paylocity Paycheck Distribution
Office Closure

Office Closures
New Year’s Day 1/1
Memorial Day - 5/27
Independence Day - 7/4
Labor Day - 9/2
Thanksgiving - 11/28
Day after Thanksgiving - 11/29
Christmas - 12/25

Reminder – All timesheets must be submitted and approved by noon on Monday. Timesheets received after the cut-off at noon on Monday could result in paychecks being delayed.