## Pay Period Approval

Every other Friday

### Pay Day
Every other Friday

### Pay Period End
Completed by 10:00 a.m. Friday (or the last working day of the week)

### Claims Due
To Accounting Department at midnight

### Sheet Entries Must Be
Completed by 10:00 a.m. Friday (or the last working day of the week)

### Approval of Timeclock/Time
Approval completed by 10:00 a.m.

### Holidays:

- **Jan 01** New Year’s Day
- **Jan 17** Martin Luther King Jr. Day
- **Feb 21** Presidents’ Day
- **May 30** Memorial Day
- **Jul 04** Independence Day
- **Sep 05** Labor Day
- **Oct 10** Columbus Day
- **Nov 8** Election Day
- **Nov 11** Veterans’ Day
- **Nov 24** Thanksgiving Day
- **Dec 26** Christmas Day (observed)

### Notes:

- **NEW**
- **COUNTY**

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**2022**

**BIG HORN COUNTY**

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