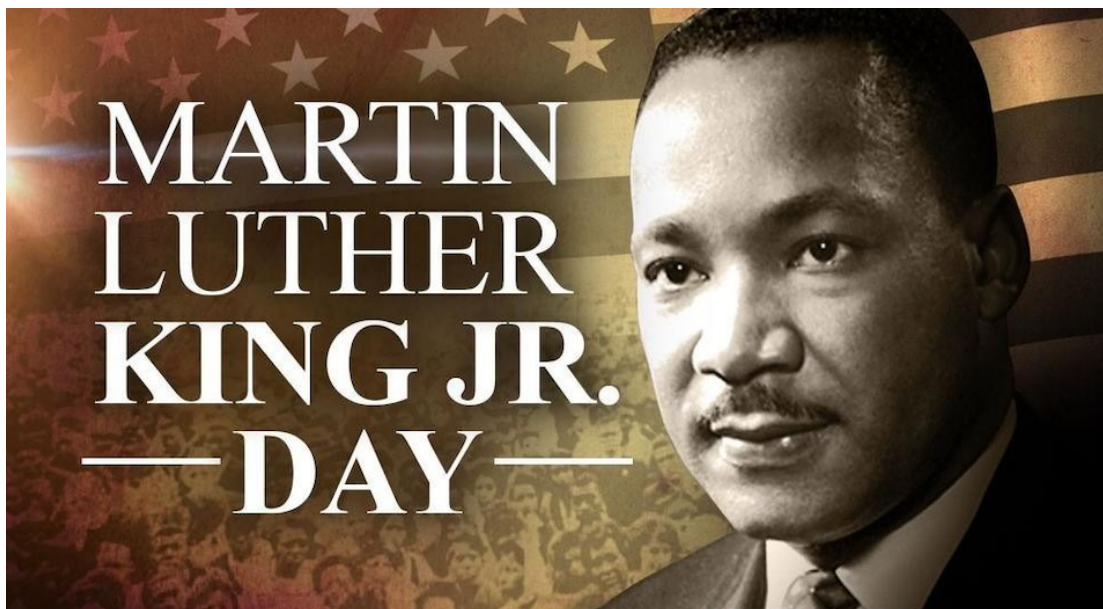




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ADP/ Payroll Due Date Adjustment

2025-01-14 - Richard Woolf - [Payroll \(ADP\)](#)



Due to the Martin Luther King, Jr. holiday, timecards for the pay period ending 1-18-25 are due by 10 am on 1-17-25.

Staff are not to clock in / clock out on 01-17-25

Supervisors will need to enter staff's regularly scheduled hours for this day.

All staff who directly enter their work hours should have those hours entered in time for Supervisor approval.

Please contact Payroll if you have any questions.