

## 2021 PAY SCHEDULE

Mail to: LINK, Inc., 2401 E. 13<sup>th</sup> Street  
Hays, KS 67601 (785) 625-6942

**MAIL DROP LOCATED AT 2401 E 13<sup>TH</sup> STREET**

**24 HOURS A DAY \*\*\*\*\* FAX 785-625-6137 \*\*\*\*\* 24 HOURS A DAY**  
**Call Toll Free 1-800-569-5926 to verify fax received**

**ALL TIME SHEETS AND PAYROLL INFORMATION RECEIVED  
AFTER THE DUE DATE AND TIME WILL NOT BE PROCESSED UNTIL  
THE NEXT PAY PERIOD.**

PAY PERIOD	TIME SHEETS AND CORRECTIONS DUE IN HAYS OFFICE BY 1:00PM CST	PAY DAY
12/16/20 TO 1/2/21	1/4/21	1/14/21
1/3/21 TO 1/16/21	1/18/21	1/22/21
1/17/21 TO 1/30/21	2/1/21	2/5/21
1/31/21 TO 2/13/21	2/15/21	2/19/21
2/14/21 TO 2/27/21	3/1/21	3/5/21
2/28/21 TO 3/13/21	3/15/21	3/19/21
3/14/21 TO 3/27/21	3/29/21	4/2/21
3/28/21 TO 4/10/21	4/12/21	4/16/21
4/11/21 TO 4/24/21	4/26/21	4/30/21
4/25/21 TO 5/8/21	5/10/21	5/14/21
5/9/21 TO 5/22/21	5/24/21	5/28/21
5/23/21 TO 6/5/21	6/7/21	6/11/21
6/6/21 TO 6/19/21	6/21/21	6/25/21
6/20/21 TO 7/3/21	7/5/21	7/9/21
7/4/21 TO 7/17/21	7/19/21	7/23/21
7/18/21 TO 7/31/21	8/2/21	8/6/21
8/1/21 TO 8/14/21	8/16/21	8/20/21
8/15/21 TO 8/28/21	8/30/21	9/3/21
8/29/21 TO 9/11/21	9/13/21	9/17/21
9/12/21 TO 9/25/21	9/27/21	10/1/21
9/26/21 TO 10/9/21	10/11/21	10/15/21
10/10/21 TO 10/23/21	10/25/21	10/29/21
10/24/21 TO 11/6/21	11/8/21	11/12/21
11/7/21 TO 11/20/21	11/22/21	11/26/21
11/21/21 TO 12/4/21	12/6/21	12/10/21
12/5/21 TO 12/18/21	12/20/21	12/24/21

2021  
**Bank and Post Office Closings**  
**LINK, Inc. Holidays**

For your information: The following are dates which the Post Office, Commerce Bank and/or LINK, Inc. offices will be closed. Please keep these dates in mind when mailing your payroll paperwork.

**COMMERCE BANK CLOSED**

New Years Day	1/1/21
Martin Luther King Jr. Day	1/18/21
President's Day	2/15/21
Good Friday – NOON	4/2/21
Memorial Day	5/31/21
Independence Day	7/5/21
Labor Day	9/6/21
Columbus Day	10/11/21
Veteran's Day	11/11/21
Thanksgiving	11/25/21
Christmas	12/24/21

**POST OFFICE CLOSED**

New Years Day	1/1/21
Martin Luther King Jr. Day	1/18/21
President's Day	2/15/21/
Memorial Day	5/31/21
Independence Day	7/5/21
Labor Day	9/6/21
Columbus Day	10/11/21
Veteran's Day	11/11/21
Thanksgiving	11/25/21
Christmas	12/24/21

**LINK, INC. CLOSED**

New Years Day	1/1/21
Martin Luther King Jr. Day	1/18/21
Good Friday	4/2/21
Monday After Easter	4/5/21
Memorial Day	5/31/21
Independence Day	7/5/21
Labor Day	9/6/21
Veteran's Day	11/11/21
Thanksgiving	11/25/21
Friday After Thanksgiving	11/26/21
Christmas	12/23/21
Christmas	12/27/21.

**EFFECTIVE 1/1/21, PAY DAY  
WILL BE EVERY 2 WEEKS –  
PLEASE CHECK SCHEDULE ON  
OTHER SIDE!!!!**

**Please contact LINK with  
ANY payroll questions or any  
Questions in connection with  
the Authenticare Clock-  
in/Clock-out system at 1-800-  
569-5926 or [fms@linkinc.org](mailto:fms@linkinc.org)**