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| **2023 PAY SCHEDULE****Mail to: LINK, Inc., 2401 E. 13th Street****Hays, KS 67601 (785) 625-6942** |
| **MAIL DROP LOCATED AT 2401 E 13TH 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 |
| 12/18/22 TO 12/31/22 | 1/2/23 | 1/6/23 |
| 1/1/23 TO 1/14/23 | 1/16/23 | 1/20/23 |
| 1/15/23 TO 1/28/23 | 1/30/23 | 2/3/23 |
| 1/29/23 TO 2/11/23 | 2/13/23 | 2/17/23 |
| 2/12/23 TO 2/25/23 | 2/27/23 | 3/3/23 |
| 2/26/23 TO 3/11/23 | 3/13/23 | 3/17/23 |
| 3/12/23 TO 3/25/23 | 3/27/23 | 3/31/23 |
| 3/26/23 TO 4/8/23 | 4/10/23 | 4/14/23 |
| 4/9/23 TO 4/22/23 | 4/24/23 | 4/28/23 |
| 4/23/23 TO 5/6/23 | 5/8/23 | 5/12/23 |
| 5/7/23 TO 5/20/23 | 5/22/23 | 5/26/23 |
| 5/21/23 TO 6/3/23 | 6/5/23 | 6/9/23 |
| 6/4/23 TO 6/17/23 | 6/19/23 | 6/23/23 |
| 6/18/23 TO 7/1/23 | 7/3/23 | 7/7/23 |
| 7/2/23 TO 7/15/23 | 7/17/23 | 7/21/23 |
| 7/16/23 TO 7/29/23 | 7/31/23 | 8/4/23 |
| 7/30/23 TO 8/12/23 | 8/14/23 | 8/18/23 |
| 8/13/23 TO 8/26/23 | 8/28/23 | 9/1/23 |
| 8/27/23 TO 9/9/23 | 9/11/23 | 9/15/23 |
| 9/10/23 TO 9/23/23 | 9/25/23 | 9/29/23 |
| 9/24/23 TO 10/7/23 | 10/9/23 | 10/13/23 |
| 10/8/23 TO 10/21/23 | 10/23/23 | 10/27/23 |
| 10/22/23 TO 11/4/23 | 11/6/23 | 11/10/23 |
| 11/5/23 TO 11/18/23 | 11/20/23 | 11/24/23 |
| 11/19/23 TO 12/2/23 | 12/4/23 | 12/8/23 |
| 12/3/23 TO 12/16/23 | 12/18/23 | 12/22/23 |
| 12/17/23 TO 12/30/23 | 1/1/24 | 1/5/24 |

2023

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.

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| COMMERCE BANK CLOSED |   | POST OFFICE CLOSED |
| New Years DayMartin Luther King Jr. DayPresident’s DayMemorial DayJuneTeenthIndependence DayLabor DayColumbus DayVeteran’s DayThanksgivingChristmas | 1/2/231/16/232/20/235/29/236/19/237/4/239/4/2310/9/2311/10/2311/23/2312/25/23 |   | New Years DayMartin Luther King Jr. DayPresident’s DayMemorial DayJuneTeenthIndependence DayLabor DayColumbus DayVeteran’s DayThanksgivingChristmas | 1/2/231/16/232/20/235/29/236/19/237/4/239/4/2310/9/2311/10/2311/23/2312/25/23 |
| LINK, INC. CLOSED |   |   |   |
| New Years DayMartin Luther King Jr. DayPresident’s DayGood FridayMonday After EasterMemorial DayJuneTeenthIndependence DayLabor DayVeteran’s DayThanksgivingFriday After ThanksgivingChristmas Christmas  | 1/2/231/16/232/20/234/7/234/10/235/29/236/19/237/4/239/4/2311/10/2311/23/2311/24/2312/25/2312/26/23 |   |  **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** |   |