



December 20, 2021

The Learning Lamp & Ignite Education Solutions' next pay period ends on December 25, 2021. Because of the holidays and a shorter processing time, we are requesting that all time cards be entered and approved by 12 PM on Wednesday, December 22, 2021.

It is important that all time cards to be accurate, so if you are working on Thursday, please wait until after your shift to enter and approve.

Please understand this change in due date for time cards is an effort to ensure timely processing and receipt of the January 3, 2022 pay.

Let us know if you have any questions.
Have a safe and happy holiday!

