

RAWLINS COUNTY

Atwood, Kansas 67730

RACHEL FINLEY County Clerk
 JERI RAHE County Treasurer
 CAROLYN MARSHALL Register of Deeds
 ISAAC LEBLANC County Attorney
 ROBBYN HODGS Sheriff
 ALICIA BAUMFALK County Appraiser



607 Main Street
 PHONE # 785-626-3351
 FAX # 785-626-9019
 LINCOLN POCHOP County Commissioner
 MARK MOSLEY County Commissioner
 ALAN A. SOLKO County Commissioner

2022 HOLIDAY AND PAY PERIOD INFORMATION

Monday, January 3	NEW YEAR'S DAY
Monday, January 17	MARTIN LUTHER KING JR. DAY
Monday, February 21	PRESIDENTS' DAY
Friday, April 15	GOOD FRIDAY
Monday, May 30.....	MEMORIAL DAY
Monday, July 4	INDEPENDENCE DAY
Monday, September 5	LABOR DAY
Friday, November 11	VETERAN'S DAY
Thursday & Friday, November 24 & 25	THANKSGIVING
Friday & Monday, December 23 & 26	CHRISTMAS
Friday, December 30	NEW YEAR'S EVE (1/2 DAY)
Employee Discretionary Day.....	BIRTHDAY

MILEAGE REIMBURSEMENT: .58 cents per mile (follows state guidelines)

MEAL REIMBURSEMENT: \$10 for breakfast, \$15 for lunch and \$15 for supper

*If meals are provided at a conference, and the registration fee includes these meals, then separate meal charges are NOT reimbursable.

BILL:
PLEASE SUBMIT BILLS TO THE DEPUTY CLERK BY THE 3RD MONDAY OF EACH MONTH UNLESS ON A HOLIDAY BILLS ARE DUE BY 3RD TUESDAY OF EACH MONTH.

PAYROLL:
PAYROLL CUT-OFF DATES ARE ON SUNDAY PRIOR TO THE TURN-IN DATES LISTED BELOW.

PLEASE TURN IN YOUR TIME CARDS TO THE COUNTY CLERK ON THE FOLLOWING DATES:

January 17****February 14****March 21****April 18****May 16****June 20****July 18

August 15****September 19****October 17****November 21****December (see below)

****December time cards need to be turned in at 9:00 a.m. Monday morning December 19th, time cards that are late will be paid in January 2023.**** Thank You.