



HAMMERSMITH EMPLOYEE CALENDAR

2022

◀ December	January 2022					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 New Years Day Welcome New Clients! <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Jessica Towles is President of CAI Board of Trustees! </div>
2	3	4	5	6	7	8
	TIMESHEET DUE	CAM Training Vantaca			Typing Day	
9	10	11	12	13	14	15
	PAY DAY	CAM Training HCS/ Roofing	CAM Training Community Care	MANAGER MEETING	Bagel Day	P.P. ENDS
16	17	18	19	20	21	22
	Martin Luther King Day New Hire Orientation TIMESHEET DUE	CAM Training AR AP GL	Board Training Popcorn Day			
23	24	25	26	27	28	29
		PAY DAY	QUARTERLY MEETING	CAM Training HR		
30	31	NOTES:				
	P.P. ENDS					



Events are subject to change. Please check myHammersmith.com for the most updated listings.



◀ January	February 2022					March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Welcome New Clients! TIMESHEET DUE CAM Training Vantaca	2 Groundhog Day	3 MANAGER MEETING	4	5
6	7	8 CAM Training HCS/ Roofing	9 CAM Training Community Care National Pizza Day	10 PAY DAY	11	12
13	14 Valentine's Day Valentine Grams	15 CAM Training AR AP GL P.P. ENDS	16 TIMESHEET DUE	17 Random Act of Kindness	18	19
20	21 President's Day New Hire Orientation	22 National Margarita Day	23	24 CAM Training HR	25 PAY DAY	26
27	28 P.P. ENDS	NOTES:				

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◀ February	March 2022						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1 Welcome New Clients! TIMESHEET DUE CAM Training Vantaca Pancake Day	2	3 303 Day MANAGER MEETING	4	5	
6	7	8 CAM Training HCS/ Roofing	9 CAM Training Community Care	10 PAY DAY Hammersmith 41st Anniversary! Wear Blue! 	11 (CAI-RMC Spring Conference)	12	
13	14 National Pie Day	15 CAM Training AR AP GL P.P. ENDS	16 TIMESHEET DUE	17 St. Patrick's Day	18	19	
20 John Hammersmith Birthday! 	21 New Hire Orientation	22	23	24 CAM Training HR	25 PAY DAY	26	
27	28	29	30 QUARTERLY MEETING	31 P.P. ENDS	NOTES:		

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◀ March	April 2022					May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOTES:					1 Welcome New Clients! TIMESHEET DUE Get ready for pool season! Stress Awareness Month	2
3	4	5 CAM Training Vantaca	6 National Burrito Day	7 MANAGER MEETING	8 PAY DAY	9
10	11	12 CAM Training HCS/ Roofing	13 CAM Training Community Care	14	15 P.P. ENDS	16
		Board Training				
17 Easter Day	18 Tax Day New Hire Orientation	19	20 CAM Training AR AP GL	21	22	23
		TIMESHEET DUE				
24	25 PAY DAY	26 National Pretzel Day	27 Administrative Professionals Day	28 CAM Training HR	29	30 P.P. ENDS

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◀ April	May 2022						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 Welcome New Clients!	2 TIMESHEET DUE	3 CAM Training Vantaca	4	5 ← [CAI National Annual Conference] →	6 MANAGER MEETING Cinco De Mayo	7	
8 Mother's Day	9	10 PAY DAY CAM Training HCS/ Roofing	11 CAM Training Community Care	12	13	14	
15 Peace Officers Memorial Day	16 New Hire Orientation TIMESHEET DUE	17 CAM Training AR AP GL	18	19	20	21	
P.P. ENDS							
22	23	24	25 PAY DAY National Wine Day	26 CAM Training HR	27	28	
29	30 Memorial Day HOLIDAY	31 P.P. ENDS	NOTES:				

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◀ May		June 2022					July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
NOTES:			1 Welcome New Clients!	2	3	4	
			TIMESHEET DUE		MANAGER MEETING	National Donut Day	
5	6	7 CAM Training Vantaca	8	9	10 PAY DAY	11	
12	13 World Blood Donor Week	14 Flag Day CAM Training HCS/ Roofing	15 CAM Training Community Care P.P. ENDS	16 TIMESHEET DUE Blood Donation Deadline	17	18	
19 Father's Day Juneteenth	20 New Hire Orientation	21 CAM Training AR AP GL	22 QUARTERLY MEETING	23 CAM Training HR	24 PAY DAY	25	
26	27 National Ice Cream Day	28	29	30 P.P. ENDS			

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◀ June	July 2022					August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Welcome New Clients!	2
					TIMESHEET DUE	
3	4 Independence Day HOLIDAY	5 CAM Training Vantaca	6	7 MANAGER MEETING	8 PAY DAY Sugar Cookie Potluck	9
10	11	12 CAM Training HCS/ Roofing	13 CAM Training Community Care	14	15 P.P. ENDS Golf Tournament	16
17	18 New Hire Orientation TIMESHEET	19 CAM Training AR AP GL	20 Board Training		22	23
24	25 PAY DAY	26	27	28 CAM Training HR Milk Chocolate Day	29	30 P.P. ENDS
31	NOTES:					

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◀ July	August 2022					September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Colorado Day Welcome New Clients! TIMESHEET DUE Wellness Month Step Challenge	2 CAM Training Vantaca	3	4 MANAGER MEETING	5	6
7	8	9 CAM Training HCS/ Roofing	10 PAY DAY CAM Training Community Care	11	12	13
14	15 New Hire Orientation P.P. ENDS	16 TIMESHEET DUE CAM Training AR AP GL	17	18	19	20
21	22	23	24	25 PAY DAY CAM Training HR	26	27
28	29	30	31 P.P. ENDS Dessert Potluck	NOTES:		

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◀ August	September 2022						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
NOTES: Reminder Mailings need to be submitted to the Business Center at least 17 days prior to the meeting.				1 Welcome New Clients!	2	3	
				TIMESHEET DUE			
				Get ready for snow season!			
				MANAGER MEETING			
4	5 Labor Day HOLIDAY	6 CAM Training Vantaca National Cheese Pizza Day	7	8	9 PAY DAY	10	
11	12	13 CAM Training HCS/ Roofing	14 CAM Training Community Care	15 P.P. ENDS	16 TIMESHEET DUE Roofing 2nd Anniversary! 	17	
18	19 New Hire Orientation	20 CAM Training AR AP GL	21 National Miniature Golf Day	22 CAM Training HR	23 PAY DAY	24	
25	26 (CAI-RMC Mountain Conference)	27	28 QUARTERLY MEETING	29	30 P.P. ENDS		

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◀ September	October 2022						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1 Welcome New Clients!	
2	3 TIMESHEET DUE National Coffee Day	4 CAM Training Vantaca	5 Board Training	6 MANAGER MEETING	7 PAY DAY	8	
9	10 Columbus Day World Mental Health Day	11 CAM Training HCS/ Roofing	12 CAM Training Community Care	13	14	15 P.P. ENDS	
16 Boss's Day	17 New Hire Orientation TIMESHEET DUE	18 CAM Training AR AP GL	19	20	21	22	
23	24	25 PAY DAY	26	27 CAM Training HR	28	29	
30	31 Halloween P.P. ENDS Halloween Celebration	NOTES: Reminder Mailings need to be submitted to the Business Center at least 17 days prior to the meeting.					

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◀ October	November 2022					December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Welcome New Clients! TIMESHEET DUE CAM Training Vantaca	2	3 MANAGER MEETING	4	5
6	7	8 Election Day CAM Training HCS/ Roofing	9 CAM Training Community Care	10 PAY DAY	11 Veterans Day National Happy Hour Day	12
13	14	15 CAM Training AR AP GL P.P. ENDS	16 TIMESHEET DUE	17	18	19
20	21 New Hire Orientation	22	23 PAY DAY	24 Thanksgiving Day HOLIDAY	25 Day After Thanksgiving Day	26
27	28	29	30 P.P. ENDS	NOTES: Reminder Mailings need to be submitted to the Business Center at least 17 days prior to the meeting.		

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◀ November	December 2022						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
NOTES:				1 Welcome New Clients! TIMESHEET DUE MANAGER MEETING	2	3	
4	5	6 CAM Training Vantaca	7	8 National Brownie Day	9 PAY DAY	10	
11	12 Candy Cane Grams	13 CAM Training HCS/ Roofing	14 CAM Training Community Care	15 National Cat Herders Day P.P. ENDS	16 TIMESHEET DUE	17	
18	19 New Hire Orientation	20 CAM Training AR AP GL	21 National Ugly Sweater Day	22 PAY DAY CAM Training HR	23 HOLIDAY	24 Christmas Eve	
25 Christmas Day	26 HOLIDAY	27	28	29	30 Construction 13th Anniversary! Champagne Toast	31 New Year's Eve P.P. ENDS	

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