



Christmas and New Year's Holidays 2020- 2021 Payroll Processing Schedule

In observance of the Christmas and New Year's holidays, please take note of important holiday hours and processing schedules.

GTM's offices will be observing the following holiday schedule:

- Thursday, December 24, 2020 — Christmas Eve — **Closed at 3 p.m.**
- Friday, December 25, 2020 — Christmas — **Closed**
- Thursday, December 31, 2020 — New Year's Eve — **Closed at 3 p.m.**
- Friday, January 1, 2021 — New Year's Day — **Closed**

Due to the Federal Reserve Bank's observance of these holidays, it may affect your payroll processing cutoff times, including direct deposit. We will not be sending a bank file on December 25, 2020, or January 1, 2021.

Payrolls need to be submitted at least two business days in advance of the check date to allow sufficient time for payroll funds and employee direct deposits to be received and posted by the check date. **Due to strict banking rules, we will not make exceptions to the two-day rule. If you need to process one day before, you will be required to wire funds.**

Checks should not be dated December 25, 2020, or January 1, 2021. If your normal payroll pay date falls on either date, use the chart below to adjust your pay date accordingly.

Pay Date	Process on or Before	Processing Notes
Monday, Dec. 21	Thursday, Dec. 17	Normal processing
Tuesday, Dec. 22	Friday, Dec. 18	Normal processing
Wednesday, Dec. 23	Monday, Dec 21	Normal processing
Thursday, Dec. 24	Tuesday, Dec. 22	Normal processing
Friday, Dec. 25	Do not use	Change pay date to one of the following: Thursday, Dec. 24 Monday, Dec. 28
Monday, Dec. 28	Thursday, Dec. 24	Normal processing
Tuesday, Dec. 29	Thursday, Dec. 24	One day earlier than normal
Wednesday, Dec. 30	Monday, Dec. 28	Normal processing
Thursday, Dec. 31	Tuesday, Dec. 29	Normal processing
Friday, Jan. 1	Do not use	Change pay date to one of the following: Thurs, Dec. 31 <i>Warning: (will be reported as earnings in 2020)</i> Monday, Jan. 4

Payroll processing must be completed by 3:00 p.m. on the processing date.

We thank you in advance for your cooperation with the holiday schedule and appreciate your continued business.