



Holiday Processing schedule November – January

In observance of the upcoming holidays, please take note of important holiday hours and processing schedules.

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

- Thursday, November 25, 2021 – Thanksgiving – **Closed**
- Friday, December 24, 2021—Christmas – **Closed**
- Friday, December 31, 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 and checks should not be dated for November 25, 2021, December 24, 2021, or December 31, 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.**

Pay Date	Process On or Before	Processing Notes
Monday, Nov 22	Thursday, Nov. 18	Normal processing
Tuesday, Nov 23	Friday, Nov 19	Normal processing
Wednesday, Nov 24	Monday, Nov 22	Normal processing
Thursday, Nov 25	Do not use	Change the pay date to one of the following: Tuesday, November 24 Friday, November 26
Friday, Nov 26	Tuesday, Nov 23	One day earlier than normal
Monday, Dec. 20	Thursday, Dec. 16	Normal processing
Tuesday, Dec. 21	Friday, Dec. 17	Normal processing
Wednesday, Dec. 22	Monday, Dec 20	Normal processing
Thursday, Dec. 23	Tuesday, Dec. 21	Normal processing
Friday, Dec. 24	Wednesday, Dec. 22	Normal processing
Monday, Dec. 27	Wednesday, Dec 22nd	One day earlier than normal
Tuesday, Dec. 28	Thursday, Dec. 23	One day earlier than normal
Wednesday, Dec. 29	Monday, Dec. 27	Normal processing
Thursday, Dec. 30	Tuesday, Dec. 28	Normal processing
Friday, Dec. 31	Wednesday, Dec. 29	Normal processing
Monday, Jan. 3	Wednesday, Dec 29	One day earlier than normal
Tuesday, Jan. 4	Thursday, Dec. 30	One day earlier than normal
Wednesday, Jan. 5	Monday, Jan 3	Normal processing
Thursday, Jan. 6	Tuesday, Jan 4	Normal processing
Friday, Jan. 7	Wednesday, Jan 5	Normal processing

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