



## Christmas and New Year's Holidays 2021-2022 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:

- Friday, December 24, 2020—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 on 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.**

Checks can be dated December 24, 2021, or December 31, 2021 as the banks will be open. If your normal payroll pay date falls on either date, use the chart below to adjust your pay date accordingly if you choose.

Pay Date	Process on or Before	Processing Notes
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	Thursday Dec. 23	Normal Processing
<b>Tuesday Dec. 28</b>	<b>Thursday Dec. 23</b>	<b>One day Earlier</b>
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	Thursday Dec. 30	Normal Processing

**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.