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 24, 2022 – Thanksgiving – **Closed**
- Monday, December 26, 2022—Christmas – **Closed**
- Monday, January 2, 2022—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 24, 2022, December 26, 2022, or January 2, 2023.

Payrolls need to be submitted at least <u>two business days in advance</u> 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. Payroll processing must be completed by 3:00 p.m. on the processing date.**

Pay Date	Process On <u>or</u> Before	Processing Notes
Monday, Nov 21	Thursday, Nov. 17	Normal processing
Tuesday, Nov 22	Friday, Nov 18	Normal processing
Wednesday, Nov 23	Monday, Nov 21	Normal processing
Thursday, Nov 24	**Do not use**	**Change the pay date to one of the following:** Wednesday, November 23 Friday, November 25
Friday, Nov 25	**Tuesday, Nov 22**	**One day earlier than normal**
Monday, Dec. 19	Thursday, Dec. 15	Normal processing
Tuesday, Dec. 20	Friday, Dec. 16	Normal processing
Wednesday, Dec. 21	Monday, Dec 19	Normal processing
Thursday, Dec. 22	Tuesday, Dec. 20	Normal processing
Friday, Dec. 23	Wednesday, Dec. 21	Normal processing
Monday, Dec. 26	**Do not use**	**Change the pay date to one of the following:** Friday, December 23 Tuesday, December 27
Tuesday, Dec. 27	**Thursday, Dec. 22**	**One day earlier than normal**
Wednesday, Dec. 28	**Friday, Dec. 23**	**One day earlier than normal**
Thursday, Dec. 29	Tuesday, Dec. 27	Normal processing
Friday, Dec. 30	Wednesday, Dec. 28	Normal processing
Monday, Jan. 2	**Do not use**	**Change the pay date to one of the following:** Friday, December 30 Tuesday, January 3
Tuesday, Jan. 3	**Thursday, Dec. 29**	**One day earlier than normal**
Wednesday, Jan. 4	**Friday, Dec. 30**	**One day earlier than normal**
Thursday, Jan. 5	Tuesday, Jan 3	Normal processing
Friday, Jan. 6	Wednesday, Jan 4	Normal processing