



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 23, 2023 – Thanksgiving – **Closed**
- Monday, December 25, 2023—Christmas – **Closed**
- Monday, January 1, 2024—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 23, 2023, December 25, 2023, or January 1, 2024.

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

Pay Date	Process On or Before	Processing Notes
Monday, Nov. 20	Thursday, Nov. 16	Normal processing
Tuesday, Nov. 21	Friday, Nov. 17	Normal processing
Wednesday, Nov 22	Monday, Nov. 20	Normal processing
Thursday, Nov. 23	Do not use	Change the pay date to one of the following: Wednesday, November 22 Friday, November 24
Friday, Nov. 24	Tuesday, Nov. 21	One day earlier than normal
Monday, Dec. 18	Thursday, Dec. 14	Normal processing
Tuesday, Dec. 19	Friday, Dec. 15	Normal processing
Wednesday, Dec. 20	Monday, Dec. 18	Normal processing
Thursday, Dec. 21	Tuesday, Dec. 19	Normal processing
Friday, Dec. 22	Wednesday, Dec. 20	Normal processing
Monday, Dec. 25	Do not use	Change the pay date to one of the following: Friday, December 22 Tuesday, December 26
Tuesday, Dec. 26	Thursday, Dec. 21	One day earlier than normal
Wednesday, Dec. 27	Friday, Dec. 22	One day earlier than normal
Thursday, Dec. 28	Tuesday, Dec. 26	Normal processing
Friday, Dec. 29	Wednesday, Dec. 27	Normal processing
Monday, Jan. 1	Do not use	Change the pay date to one of the following: Friday, December 29 Tuesday, January 2
Tuesday, Jan. 2	Thursday, Dec. 28	One day earlier than normal
Wednesday, Jan. 3	Friday, Dec. 29	One day earlier than normal
Thursday, Jan. 4	Tuesday, Jan. 2	Normal processing
Friday, Jan. 5	Wednesday, Jan. 3	Normal processing