



## Holiday Processing schedule – December – January

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 <u>or</u> Before	Processing Notes
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	<b>Do not use</b>	<b>Change the pay date to one of the following:</b> Friday, December 22 Tuesday, December 26
Tuesday, Dec. 26	<b>Thursday, Dec. 21</b>	<b>One day earlier than normal</b>
Wednesday, Dec. 27	<b>Friday, Dec. 22</b>	<b>One day earlier than normal</b>
Thursday, Dec. 28	Tuesday, Dec. 26	Normal processing
Friday, Dec. 29	Wednesday, Dec. 27	Normal processing
Monday, Jan. 1	<b>Do not use</b>	<b>Change the pay date to one of the following:</b> Friday, December 29 Tuesday, January 2
Tuesday, Jan. 2	<b>Thursday, Dec. 28</b>	<b>One day earlier than normal</b>
Wednesday, Jan. 3	<b>Friday, Dec. 29</b>	<b>One day earlier than normal</b>
Thursday, Jan. 4	Tuesday, Jan. 2	Normal processing
Friday, Jan. 5	Wednesday, Jan. 3	Normal processing