Christmas and New Year's Holidays
2019-2020 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:

- Tuesday, December 24, 2019 - Christmas Eve - **Closing at 3pm ET**
- Wednesday, December 25, 2019—Christmas - **Closed**
- Wednesday, January 1, 2020—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 <u>not</u> be sending a bank file on December 25, 2019, or January 1, 2020.

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.

Checks should not be dated December 25, 2019, or January 1, 2020. If your normal payroll pay date falls on either date, use the chart below to adjust your pay date accordingly.

Pay Date	Process On <u>or</u> Before	Processing Notes
Monday, Dec. 23	Thursday, Dec. 19	Normal processing
Tuesday, Dec. 24	Friday, Dec. 20	Normal processing
Wednesday, Dec. 25	**Do not use**	Change pay date to one of the following: Tuesday, Dec. 24 Thursday, Dec. 26
Thursday, Dec. 26	Monday, Dec. 23	One day earlier than normal
Friday, Dec. 27	Tuesday, Dec. 24	One day earlier than normal
Monday, Dec. 30	Thursday, Dec. 26	Normal processing
Tuesday, Dec. 31	Friday, Dec. 27	Normal processing
Wednesday, Jan. 1	**Do not use**	Change pay date to one of the following: Tuesday, Dec. 31 *Warning: (will be reported as earnings in 2019)* Thursday, Jan. 2
Thursday, Jan. 2	Monday, Dec. 30	One day earlier than normal
Friday, Jan. 3	Tuesday, Dec. 31	One day earlier than normal

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.