



Payroll Processing Schedule

Please **Fax** your payroll data to: **(866) 377-4200** or
Call Toll Free: **(866) 462-4700**

Semi-monthly or Monthly Payroll

PAY DATES are the <u>Following:</u>	REPORT HOURS* <u>BEFORE 12:00PM</u>
1 st and 16 th	29 th and 13 th
2 nd and 17 th	30 th and 14 th
3 rd and 18 th	31 st and 15 th
4 th and 19 th	1 st and 16 th
5 th and 20 th	2 nd and 17 th
6 th and 21 st	3 rd and 18 th
7 th and 22 nd	4 th and 19 th
8 th and 23 rd	5 th and 20 th
9 th and 24 th	6 th and 21 st
10 th and 25 th	7 th and 22 nd
11 th and 26 th	8 th and 23 rd
12 th and 27 th	9 th and 24 th
13 th and 28 th	10 th and 25 th
14 th and 29 th	11 th and 26 th
15 th and 31 st	12 th and 27 th

*** If your call/report day falls on a holiday, your call/report day is the previous working day.**

Weekly or Bi-weekly Payroll

PAY DAYS are the <u>Following:</u>	REPORT HOURS* <u>BEFORE 12:00PM</u>
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Monday	Wednesday

FEDERAL AND BANK HOLIDAYS

Holiday

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving
Post Thanksgiving
Christmas Day

Day & Date

January 1
Third Monday in January
Third Monday in February
Last Monday in May
June 19
July 4
First Monday in September
Second Monday in October
November 11
Fourth Thurs. in November
Fourth Friday in November
December 25