



Memorial Day Schedule

OFFICE HOURS

Friday, May 24, 2019

CLOSED

Monday, May 27, 2019

CLOSED

PAYROLL SCHEDULE (Non-Direct Deposit)

Payrolls without direct deposit dated 05/24/19 (Friday) – 05/28/19 (Tuesday) to be delivered via USPS or Courier must be submitted no later than 11:00 AM on Thursday, May 23, 2019. Overnight delivery charges will apply.

PAYROLL SCHEDULE (Direct Deposit)

Payrolls with direct deposit must be processed two (2) banking days prior to check date. Please review the following schedule for payroll submissions:

Pay Date

Submission Date/Time

05/24/19

05/22/19 by 2:00 PM

05/25 – 05/29/19

05/23/19 by 11:00 AM

