

# Happy 4th of July

## HOLIDAY HOURS

June 27 - June 29, 2022	8:30 AM - 4:30 PM
June 30, 2022	8:30 AM - NOON
July 1, 2022	CLOSED
July 4, 2022	CLOSED

## **PAYROLL SCHEDULE (NON-DIRECT DEPOSIT)**

Payrolls without direct deposit dated 07/01/22 (Friday) - 07/05/22 (Tuesday) to be delivered via USPS or courier must be submitted by 11:00 AM on 06/30/22 (Wednesday). Overnight delivery charges will apply.

**\*PAYROLLS NOT MAILED OR SHIPPED MUST BE \*  
PICKED UP FROM OUR OFFICE BY 10:00 AM ON  
06/30/22 (THURSDAY).**

## **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

07/01/22

06/29/22 by 11:00 AM

07/02/22 - 07/06/22

06/30/22 by 10:00 AM