

Happy Thanksgiving

Office Hours

November 22, 2021	8:30 am ~ 4:30 pm
November 23, 2021	8:30 am ~ 4:30 pm
November 24, 2021	8:30 am – 1:00 pm
November 25, 2021	CLOSED
November 26, 2021	CLOSED

Payroll Schedule (Non-Direct Deposit)

Payrolls without direct deposit dated 11/25/21 (Thur) ~ 11/30/21 (Tue) that will be delivered via USPS or courier MUST be SUBMITTED by 10:00 am on 11/24/21 (Wed). 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:

<u>PAY DATE</u>	<u>SUBMIT BY</u>
11/25/21 ~ 11/26/21	11:00 am on 11/23/21
11/27/21 – 11/30/21	10:00 am on 11/24/21