

MARTIN LUTHER KING JR. DAY (MONDAY, JANUARY 17)

If your payroll has a scheduled check date of Monday, January 17th, you will need to adjust your check date to one of the following options:

Friday, January 14th

Tuesday, January 18th

Deadline for communicating option: Monday, Jan 3rd

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, January 19, please choose option

If your process due date is Thursday, January 20, please choose option

If your process due date is Friday, January 21, please choose option

If your process due date is Monday, January 17, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

Deadline for communicating option: Monday, Jan 3rd

PRESIDENT'S DAY (MONDAY, FEBRUARY 21)

If your payroll has a scheduled check date of Monday, February 21st, you will need to adjust your check date to one of the following options:

Friday, February 18th

Tuesday, February 22nd

Deadline for communicating option: Monday, Feb 7th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, February 16, please choose an option

If your process due date is Thursday, February 17, please choose an option

If your process due date is Friday, February 18, please choose an option

If your process due date is Monday, February 21, please choose an option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

Deadline for communicating option: Monday, Feb 7th

MEMORIAL DAY (MONDAY, MAY 30)

If your payroll has a scheduled check date of Monday, May 30th, you will need to adjust your check date to one of the following options:

Friday, May 27th

Tuesday, May 31st

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, May 25, please choose option

If your process due date is Thursday, May 26, please choose option

If your process due date is Friday, May 27, please choose option

If your process due date is Monday, May 30, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

JUNETEENTH (OBSERVED MONDAY, JUNE 20TH)

If your payroll has a scheduled check date of Monday, June 20th, you will need to adjust your check date to one of the following options:

Friday, June 17th
Tuesday, June 21st

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, June 15, please choose option

If your process due date is Thursday, June 16, please choose option

If your process due date is Friday, June 17, please choose option

If your process due date is Monday, June 21, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

INDEPENDENCE DAY (MONDAY, JULY 4)

If your payroll has a scheduled check date of Monday, July 4th, you will need to adjust your check date to one of the following options:

Friday, July 1st
Tuesday, July 5th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, June 29, please choose option

If your process due date is Thursday, June 30, please choose option

If your process due date is Friday, July 1, please choose option

If your process due date is Monday, July 4, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

LABOR DAY (MONDAY, SEPTEMBER 5)

If your payroll has a scheduled check date of Monday, September 5th, you will need to adjust your check date to one of the following options:

Friday, July 1st
Tuesday, July 5th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, August 31, please choose option

If your process due date is Thursday, September 1, please choose option

If your process due date is Friday, September 2, please choose option

If your process due date is Monday, September 5, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

COLUMBUS DAY (MONDAY, OCTOBER 10)

If your payroll has a scheduled check date of Monday, October 10th, you will need to adjust your check date to one of the following options:

Friday, October 7th
Tuesday, October 11th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Wednesday, October 5, please choose option

If your process due date is Thursday, October 6, please choose option

If your process due date is Friday, October 7, please choose option

If your process due date is Monday, October 11, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

VETERAN'S DAY (FRIDAY, NOVEMBER 11)

If your payroll has a scheduled check date of Friday, November 11th, you will need to adjust your check date to one of the following options:

Thursday, November 10th
Monday, November 14th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Monday, November 7, please choose option

If your process due date is Tuesday, November 8, please choose option

If your process due date is Wednesday, November 9, please choose option

If your process due date is Thursday, November 10, please choose option

If your process due date is Friday, November 11, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

THANKSGIVING (THURSDAY, NOVEMBER 24 & FRIDAY, NOVEMBER 25)

If your payroll has a scheduled check date of Thursday, November 24th, you will need to adjust your check date to one of the following options:

Wednesday, November 23rd
Friday, November 25th

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Friday, November 18, please choose option

If your process due date is Monday, November 21, please choose option

If your process due date is Tuesday, November 22, please choose option

If your process due date is Wednesday, November 23, please choose option

If your process due date is Thursday, November 24, please choose option

OPTION 1: Submit one business day early

OPTION 2: Submit as normal and do live checks

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

If you would normally submit your payroll on Friday, November 25, you will need to select one of the options below:

OPTION 1: Submit on Wednesday, November 23

OPTION 2: Submit as normal and do live checks.

OPTION 3: Submit as normal and pay \$24 rush processing fee for direct deposit

CHRISTMAS EVE (OBSERVED BY PAYSMART FRIDAY, DECEMBER 23)

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

If your process due date is Friday, December 23, please choose option

- OPTION 1:** Submit one business day early
- OPTION 2:** Submit as normal and do live checks
- OPTION 3:** Submit as normal and pay \$24 rush processing fee for direct deposit

CHRISTMAS DAY (OBSERVED MONDAY, DECEMBER 26)

If your payroll has a scheduled check date of Monday, December 26th, you will need to adjust your check date to one of the following options:

- Friday, December 23**
- Tuesday, December 27th**

If you would normally submit your payroll on one of the following dates for direct deposit, you will need to select one of the options below

- If your process due date is Wednesday, December 21, please choose option
- If your process due date is Thursday, December 22, please choose option
- If your process due date is Friday, December 23, please choose option
- If your process due date is Monday, December 27, please choose option

- OPTION 1:** Submit one business day early
- OPTION 2:** Submit as normal and do live checks
- OPTION 3:** Submit as normal and pay \$24 rush processing fee for direct deposit

If you would normally submit your payroll on Friday, November 25, you will need to select one of the options below:

- OPTION 1:** Submit Thursday, December 22
- OPTION 2:** Submit as normal and do live checks
- OPTION 3:** Submit as normal and pay \$24 rush processing fee for direct deposit

NEW YEAR'S DAY (OBSERVED BY PAYSMART FRIDAY, DECEMBER 31)

- OPTION 1:** Submit one business day early
- OPTION 2:** Submit as normal and do live checks
- OPTION 3:** Submit as normal and pay \$24 rush processing fee for direct deposit

If your process due date is Friday, December 31, please choose option

Deadline for communicating option: Monday, Dec 20th

2022 PAYSMART HOLIDAYS

2022 BANK HOLIDAYS

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31