

NEW YEAR'S DAY (OBSERVED BY PAYSMART FRIDAY, JANUARY 2)

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 Monday, January 2, please choose option

Deadline for communicating option: Monday, Dec 19th

MARTIN LUTHER KING JR. DAY (MONDAY, JANUARY 16)

If your payroll has a scheduled check date of Monday, January 16th, you will need to adjust your check date to one of the following options:

Friday, January 13th

Tuesday, January 17th

Deadline for communicating option: Tuesday, 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 **Tuesday, January 10**, please choose option

If your process due date is **Wednesday, January 11**, please choose option

If your process due date is **Thursday, January 12**, please choose option

If your process due date is **Friday, January 13**, 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: Tuesday, Jan 3rd

PRESIDENT'S DAY (MONDAY, FEBRUARY 20)

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

Friday, February 17th

Tuesday, February 21st

Deadline for communicating option: Monday, Feb 6th

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 15**,

If your process due date is **Thursday, February 16**,

If your process due date is **Friday, February 17**,

If your process due date is **Monday, February 20**,

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 6th

MEMORIAL DAY (MONDAY, MAY 29)

If your payroll has a scheduled check date of Monday, May 29th, you will need to adjust your check date to one of the following options:

Friday, May 26th
Monday, May 29th

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 24**, please choose option
If your process due date is **Thursday, May 25**, please choose option
If your process due date is **Friday, May 26**, please choose option
If your process due date is **Monday, May 29**, 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 (MONDAY, JUNE 19)

If your payroll has a scheduled check date of Monday, June 19th, you will need to adjust your check date to one of the following options:

Friday, June 16th
Tuesday, June 20th

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 14**, please choose option
If your process due date is **Thursday, June 15**, please choose option
If your process due date is **Friday, June 16**, please choose option
If your process due date is **Monday, June 19**, 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 Tuesday, July 4th, you will need to adjust your check date to one of the following options:

Friday, September 1st
Tuesday, September 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 30**, please choose option
If your process due date is **Thursday, August 31**, please choose option
If your process due date is **Friday, September 1**, please choose option
If your process due date is **Monday, September 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 4)

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

Friday, September 1st
Monday, September 4th

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 30**, please choose option
If your process due date is **Thursday, August 31**, please choose option
If your process due date is **Friday, September 1**, please choose option
If your process due date is **Monday, September 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

COLUMBUS DAY (MONDAY, OCTOBER 9)

If your payroll has a scheduled check date of Monday, October 9th, you will need to adjust your check date to one of the following options:

Friday, October 6th
Tuesday, October 10th

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 4**, please choose option
If your process due date is **Thursday, October 5**, please choose option
If your process due date is **Friday, October 6**, please choose option
If your process due date is **Monday, October 9**, 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 23 & FRIDAY, NOVEMBER 24)

If your payroll has a scheduled check date of Thursday, November 23rd, you will need to adjust your check date to one of the following options:

Friday, September 1st
Tuesday, September 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 **Friday, November 17**, please choose option
If your process due date is **Monday, November 20**, please choose option
If your process due date is **Tuesday, November 21**, please choose option
If your process due date is **Wednesday, November 22**, please choose option
If your process due date is **Thursday, November 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

If you would normally submit your payroll on Friday, November 24, you will need to select one of the options below:

Option 1: Submit on Wednesday, November 22
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 22*)

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 22**, 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 25*)

If your payroll has a scheduled check date of Monday, December 25th, you will need to adjust your check date to one of the following options:

Thursday, December 21

Tuesday, December 26

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 20**, please choose option

If your process due date is **Thursday, December 21**, please choose option

If your process due date is **Friday, December 22**, 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 Monday, December 25, you will need to select one of the options below:

Option 1: Submit on Thursday, December 21

Option 2: Submit as normal and do live checks

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



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2023 Bank and PaySmart 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	29
	30					

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	31

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
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	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

2023 BANK HOLIDAYS

- Jan 02 - New Year's Day (observed)
- Jan 16 - Martin Luther King Day
- Feb 20 - President's Day
- May 29 - Memorial Day
- Jun 19 - Juneteenth
- Jul 4 - Independence Day
- Sep 4 - Labor Day
- Oct 9 - Columbus Day
- Nov 23 - Thanksgiving Day
- Dec 25 - Christmas Day

2023 PAYSMART HOLIDAYS

- Jan 2 - New Year's Day (observed)
- May 29 - Memorial Day
- Jul 4 - Independence Day
- Sep 4 - Labor Day
- Nov 23 & 24 - Thanksgiving
- Dec 22 - Christmas Eve
- Dec 25 - Christmas Day

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	31

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
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	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



2023 BANK HOLIDAYS



2023 PAYSMART HOLIDAYS

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