
HOLIDAY SCHEDULE

Here is the schedule of 2024 bank and PaySMART holidays and the impact these dates will have on regularly scheduled payrolls. We will provide notifications throughout the year to remind you of these events!

NEW YEAR'S DAY (Monday, January 1)

If your payroll has a scheduled check date of Monday, January 1, you will need to adjust your check date to one of the following options:

- Friday, December 29
- Tuesday, January 2

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, December 26**, please choose option
- If your process due date is **Wednesday, December 27**, please choose option
- If your process due date is **Thursday, December 28**, please choose option
- If your process due date is **Friday, December 29**, please choose option
- If your process due date is **Monday, January 1**, 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

MARTIN LUTHER KING JR. DAY (Monday, January 15)

If your payroll has a scheduled check date of Monday, January 15, you will need to adjust your check date to one of the following options:

- Friday, January 12
- Tuesday, January 16

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 9**, please choose option
- If your process due date is **Wednesday, January 10**, please choose option
- If your process due date is **Thursday, January 11**, please choose option
- If your process due date is **Friday, January 12**, 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

PRESIDENT'S DAY (Monday, February 19)

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

- Friday, February 16
- Tuesday, February 20

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, February 13**, please choose option
- If your process due date is **Wednesday, February 14**, please choose option
- If your process due date is **Thursday, February 15**, please choose option
- If your process due date is **Friday, February 16**, please choose option
- If your process due date is **Monday, February 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

MEMORIAL DAY (Monday, May 27)

If your payroll has a scheduled check date of Monday, May 27, you will need to adjust your check date to one of the following options:

- Friday, May 24
- Tuesday, May 28

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, May 21**, please choose option
- If your process due date is **Wednesday, May 22**, please choose option
- If your process due date is **Thursday, May 23**, please choose option
- If your process due date is **Friday, May 24**, please choose option
- If your process due date is **Monday, May 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

JUNETEENTH (Wednesday, June 19)

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

- Tuesday, June 18
- Thursday, June 20

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 **Thursday, June 13**, please choose option

- If your process due date is **Friday, June 14**, please choose option
- If your process due date is **Monday, June 17**, please choose option
- If your process due date is **Tuesday, June 18**, please choose option
- If your process due date is **Wednesday, 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 (Thursday, July 4)

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

- Wednesday, July 3
- Friday, July 5

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, June 28**, please choose option
- If your process due date is **Monday, July 1**, please choose option
- If your process due date is **Tuesday, July 2**, please choose option
- If your process due date is **Wednesday, July 3**, please choose option
- If your process due date is **Thursday, 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 2)

If your payroll has a scheduled check date of Monday, September 2, you will need to adjust your check date to one of the following options:

- Friday, August 30
- Tuesday, September 3

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, August 27**, please choose option
- If your process due date is **Wednesday, August 28**, please choose option
- If your process due date is **Thursday, August 29**, please choose option
- If your process due date is **Friday, August 30**, please choose option
- If your process due date is **Monday, September 2**, 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 14)

If your payroll has a scheduled check date of Monday, October 14, you will need to adjust your check date to one of the following options:

- Friday, October 11
- Tuesday, October 15

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, October 8**, please choose option
- If your process due date is **Wednesday, October 9**, please choose option
- If your process due date is **Thursday, October 10**, please choose option
- If your process due date is **Friday, October 11**, please choose option
- If your process due date is **Monday, October 14**, 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 28 & Friday, November 29)

If your payroll has a scheduled check date of Thursday, November 28, you will need to adjust your check date to one of the following options:

- Wednesday, November 27
- Friday, November 29

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 22**, please choose option
- If your process due date is **Monday, November 25**, please choose option
- If your process due date is **Tuesday, November 26**, please choose option
- If your process due date is **Wednesday, November 27**, please choose option
- If your process due date is **Thursday, November 28**, 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 29, you will need to select one of the options below:

Option 1: Submit on Wednesday, November 27

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 (Tuesday, December 24)

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, December 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

CHRISTMAS (Wednesday, December 25)

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

- Tuesday, December 24
- Thursday, 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 **Thursday, December 19**, please choose option
- If your process due date is **Friday, December 20**, please choose option
- If your process due date is **Monday, 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

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

Option 1: Submit on Monday, December 23

Option 2: Submit as normal and do live checks

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