



Plan Ahead for Payroll Timing Changes Needed: Thanksgiving and Christmas Holidays!

Important Payroll Notice: Friday, November 27 is a common pay date, so plan ahead to process and close no later than **4:00 pm on Tuesday, November 24** (since Thanksgiving Day is a banking holiday).

Important Payroll Notice: Friday, December 25 is a common pay date. All locations must process and close payroll for the last common pay date in 2020 (**Thursday, December 24**) no later than 4:00 pm on **Tuesday, December 22, 2020**.
Due to Christmas falling on a pay date this year, you must pay one day early!