



**Because many organizations, including banks and the post office, close for part of the weekend it may impact when you should process your payroll and whether to make changes to your delivery method to make sure there are no delays or disruptions for your employees.** Please review the information below to see what adjustments may need to be made to your routine processing procedures.

- Payrolls must be received by Noon Friday, May 27, to be processed on Friday;
- Payrolls received AFTER Noon will be processed on Tuesday, May 31st
- **If YOUR CHECK DATE FALLS ON Monday, May 30...** The system *MAY* change your check date to Friday, May 27. To guarantee direct deposits, submit payroll by Noon Wednesday, May 25
- **IF YOUR CHECK DATE FALLS ON Monday, May 30, and you keep it the same...** Direct deposits will NOT be effective that day, but on Tuesday, May 31, if payroll was submitted timely. Live checks can't be cashed that day or on Friday, May 27. You may want to change your check date to Friday, May 27, or Tuesday, May 31.
- **IF YOUR CHECK DATE FALLS ON Tuesday, May 31...** To guarantee direct deposits, submit payroll by Noon Thursday, May 26.
- **IF YOUR CHECK DATE FALLS ON Wednesday, June 1...** To guarantee direct deposits, submit payroll by Noon Friday, May 27.
- **IF YOUR CHECK DATE FALLS ON Thursday, June 2...** To guarantee direct deposits, submit payroll by Noon Tuesday, May 31.
- **IF YOUR CHECK DATE FALLS ON Friday, June 3...** To guarantee direct deposits, submit payroll by Noon June 1.

**Please review your check date before processing payroll!**

If you need to make a change, we will be happy to assist you. You should also contact the payroll office **if you want to make any changes to your delivery method due to the holiday**. Unless we hear otherwise, we will not make changes to your delivery method.

**Customer Service**  
(315) 252-9150

**HR One Memorial Day Weekend Holiday Hours**

Friday, May 27, 2022 - 8:00 A.M.- 1:00 P.M.

Monday, May 30, 2022- CLOSED