

2019 Holiday Hours & Amended Processing Schedules

Please see the following amended processing schedules for the check dates **effected** by the holiday. Due to banking regulations, payroll submissions must be received by 2:00pm two business days prior to the check date in order to guarantee direct deposits.

New Year's Day – Tuesday, January 1, 2019 - CLOSED Office Hours for Holiday week: Monday, Wednesday, Thursday, Friday, 8:30am - 5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Tuesday, January 1, 2019* *Check Dates will be automatically backdated to Monday, December 31, 2018	Thursday, December 27, 2018
Wednesday, January 2, 2019	Friday, December 28, 2018
Thursday, January 3, 2019	Monday, December 31, 2018
Martin Luther King Day – Monday, January 21, 2019 Open normal business hours, 8:30am- 5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, January 21, 2019* *Check Dates will be automatically backdated to Friday, January 18, 2019	Wednesday, January 16, 2019
Tuesday, January 22, 2019	Thursday, January 17, 2019
Wednesday, January 23, 2019	Friday, January 18, 2019
Presidents' Day – Monday, February 18, 2019 Open normal business hours, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, February 18, 2019* *Check Dates will be automatically backdated to Friday, February 15, 2019	Wednesday, February 13, 2019
Tuesday, February 19, 2019	Thursday, February 14, 2019
Wednesday, February 20, 2019	Friday, February 15, 2019
Memorial Day – Monday, May 27, 2019 - CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, May 27, 2019* *Check Dates will be automatically backdated to Friday, May 24, 2019	Wednesday, May 22, 2019
Tuesday, May 28, 2019	Thursday, May 23, 2019
Wednesday, May 29, 2019	Friday, May 24, 2019

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4th of July – Thursday, July 4, 2019 and Friday, July 5, 2019 - CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Thursday, July 4, 2019* *Check Dates will be automatically backdated to Wednesday, July 3, 2019	Monday, July 1, 2019
Friday, July 5, 2019	Tuesday, July 2, 2019
Monday, July 8, 2019	Wednesday, July 3, 2019
Tuesday, July 9, 2019	Wednesday, June 3, 2019
Labor Day – Monday, September 2, 2019 – CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, September 2, 2019* *Check Dates will be automatically backdated to Friday, August 30, 2019	Wednesday, August 28, 2019
Tuesday, September 3, 2019	Thursday, August 29, 2019
Wednesday, September 4, 2019	Friday, August 30, 2019
Columbus Day, Monday, October 14, 2019 Open normal business hours, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, October 14, 2019* *Check Dates will be automatically backdated to Friday, October 11, 2019	Wednesday, October 9, 2019
Tuesday, October 15, 2019	Thursday, October 10, 2019
Wednesday, October 16, 2019	Friday, October 11, 2019
Veterans Day, Monday, November 11, 2019 Open normal business hours, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, November 11, 2019* *Check Dates will be automatically backdated to Friday, November 8, 2019	Wednesday, November 6, 2019
Tuesday, November 12, 2019	Thursday, November 7, 2019
Wednesday, November 13, 2019	Friday, November 8, 2019

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Thanksgiving – both Thursday, November 28, 2019 and Friday, November 29, 2019 – CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am–5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Thursday, November 28, 2019* *Check Dates will be automatically backdated to Wednesday, November 27, 2019	Monday, November 25, 2019
Friday, November 29, 2019	Tuesday, November 26, 2019
Monday, December 2, 2019	Wednesday, November 27, 2019
Tuesday, December 3, 2019	Wednesday, November 27, 2019
Christmas – Wednesday, December 25, 2019 – CLOSED Office Hours for Holiday week: Monday, 8:30am-5:00pm, Tuesday, 8:30am-2:00pm, Thursday and Friday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Wednesday, December 25, 2019* *Check Dates will be automatically backdated to Tuesday, December 24, 2019	Friday, December 20, 2019
Thursday, December 26, 2019	Monday, December 23, 2019
Friday, December 27, 2019	Tuesday, December 24, 2019 by NOON