

2020 Holiday Hours & Amended Processing Schedules

Please see the following amended processing schedules for the check dates **affected** 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 – Wednesday, January 1, 2020 - CLOSED Office Hours for Holiday week: Monday, Tuesday, Thursday, Friday, 8:30am - 5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Wednesday, January 1, 2020* *Check Dates will be automatically backdated to Tuesday, December 31, 2019	Friday, December 27, 2019
Thursday, January 2, 2020	Monday, December 30, 2019
Friday, January 3, 2020	Tuesday, December 31, 2019
Martin Luther King Day – Monday, January 20, 2020 Open normal business hours, 8:30am- 5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Monday, January 20, 2020* *Check Dates will be automatically backdated to Friday, January 17, 2020	Wednesday, January 15, 2020
Tuesday, January 21, 2020	Thursday, January 16, 2020
Wednesday, January 22, 2020	Friday, January 17, 2020
Presidents' Day – Monday, February 17, 2020 Open normal business hours, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Monday, February 17, 2020* *Check Dates will be automatically backdated to Friday, February 14, 2020	Wednesday, February 12, 2020
Tuesday, February 18, 2020	Thursday, February 13, 2020
Wednesday, February 19, 2020	Friday, February 14, 2020
Memorial Day – Monday, May 25, 2020 - CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Monday, May 25, 2020* *Check Dates will be automatically backdated to Friday, May 22, 2020	Wednesday, May 20, 2020
Tuesday, May 26, 2020	Thursday, May 21, 2020
Wednesday, May 27, 2020	Friday, May 22, 2020

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4th of July – Friday, July 3, 2020 - CLOSED Office Hours for Holiday week: Monday through Thursday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, July 6, 2020	Thursday, July 2, 2020
Tuesday, July 7, 2020	Thursday, July 2, 2020
Labor Day – Monday, September 7, 2020 – CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, September 7, 2020* *Check Dates will be automatically backdated to Friday, September 4, 2020	Wednesday, September 2, 2020
Tuesday, September 8, 2020	Thursday, September 3, 2020
Wednesday, September 9, 2020	Friday, September 4, 2020
Columbus Day, Monday, October 12, 2020 Open normal business hours, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Monday, October 12, 2020* *Check Dates will be automatically backdated to Friday, October 9, 2020	Wednesday, October 7, 2020
Tuesday, October 13, 2020	Thursday, October 8, 2020
Wednesday, October 14, 2020	Friday, October 9, 2020
Veterans Day, Wednesday, November 11, 2020 Open normal business hours, 8:30am-5:00pm	
Effected Check Dates	Submission Deadline by 2:00pm
Wednesday, November 11, 2020* *Check Dates will be automatically backdated to Tuesday, November 10, 2020	Friday, November 6, 2020
Thursday, November 12, 2020	Monday, November 9, 2020
Friday, November 13, 2020	Tuesday, November 10, 2020

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Thanksgiving – both Thursday, November 26, 2020 and Friday, November 27, 2020 – CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am–5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Thursday, November 26, 2020* *Check Dates will be automatically backdated to Wednesday, November 25, 2020	Monday, November 23, 2020
Friday, November 27, 2020	Tuesday, November 24, 2020
Monday, November 30, 2020	Wednesday, November 25, 2020
Tuesday, December 1, 2020	Wednesday, November 25, 2020
Christmas – Friday, December 25, 2020 – CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am-5:00pm, Thursday, 8:30am-2:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Friday, December 25, 2020* *Check Dates will be automatically backdated to Thursday, December 24, 2020	Tuesday, December 22, 2020
Monday, December 28, 2020	Wednesday, December 23, 2020
Tuesday, December 29, 2020	Thursday, December 24, 2020 by NOON
2021 New Year's Day – Friday, January 1, 2021 - CLOSED Office Hours for Holiday week: Monday thru Thursday, 8:30am - 5:00pm	
Effectuated Check Dates	Submission Deadline by 2:00pm
Friday, January 1, 2021* *Check Dates will be automatically backdated to Thursday, December 31, 2020	Tuesday, December 29, 2020
Monday, January 4, 2021	Wednesday, December 30, 2020
Tuesday, January 5, 2021	Thursday, December 31, 2020