

2021 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 12:00pm two business days prior to the check date in order to guarantee direct deposits.

New Year's Day – Friday January 1, 2021 - CLOSED Office Hours for Holiday week: Monday through Thursday 8:30am - 5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Friday, January 1, 2021* *Check Dates will be automatically backdated to Thursday, December 31, 2021	Tuesday, December 29, 2021
Monday, January 4, 2021	Wednesday, December 30, 2021
Tuesday, January 5, 2021	Thursday, December 31, 2021
Martin Luther King Day – Monday, January 18, 2021 Open normal business hours, 8:30am- 5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, January 18, 2021* *Check Dates will be automatically backdated to Friday, January 15, 2021	Wednesday, January 13, 2021
Tuesday, January 19, 2021	Thursday, January 14, 2021
Wednesday, January 20, 2021	Friday, January 15, 2021
Presidents' Day – Monday, February 15, 2021 Open normal business hours, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, February 15, 2021* *Check Dates will be automatically backdated to Friday, February 12, 2021	Wednesday, February 10, 2021
Tuesday, February 16, 2021	Thursday, February 11, 2021
Wednesday, February 17, 2021	Friday, February 12, 2021
Memorial Day – Monday, May 31, 2021 - CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, May 31, 2021* *Check Dates will be automatically backdated to Friday, May 28, 2021	Wednesday, May 26, 2021
Tuesday, June 1, 2021	Thursday, May 27, 2021
Wednesday, June 2, 2021	Friday, May 28, 2021

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4th of July – Monday, July 5, 2021 - CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, July 5, 2021* *Check Dates will be automatically backdated to Friday, July 2, 2021	Wednesday, June 30, 2021
Tuesday, July 6, 2021	Thursday, July 1, 2021
Wednesday, July 7, 2021	Friday, July 2, 2021
Labor Day – Monday, September 6, 2021 – CLOSED Office Hours for Holiday week: Tuesday through Friday, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, September 6, 2021* *Check Dates will be automatically backdated to Friday, September 3, 2021	Wednesday, September 1, 2021
Tuesday, September 7, 2021	Thursday, September 2, 2021
Wednesday, September 8, 2021	Friday, September 3, 2021
Columbus Day, Monday, October 11, 2021 Open normal business hours, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Monday, October 11, 2021* *Check Dates will be automatically backdated to Friday, October 8, 2021	Wednesday, October 6, 2021
Tuesday, October 12, 2021	Thursday, October 7, 2021
Wednesday, October 13, 2021	Friday, October 8, 2021
Veterans Day, Thursday, November 11, 2021 Open normal business hours, 8:30am-5:00pm	
Effectuated Check Dates	Submission Deadline by 12:00pm
Thursday, November 11, 2021* *Check Dates will be automatically backdated to Wednesday, November 10, 2021	Monday, November 8, 2021
Friday, November 12, 2021	Tuesday, November 9, 2021
Monday, November 15, 2021	Wednesday, November 10, 2021

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Thanksgiving – both Thursday, November 25, 2021 and Friday, November 26, 2021 – CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am–5:00pm	
Effected Check Dates	Submission Deadline by 12:00pm
Thursday, November 25, 2021* *Check Dates will be automatically backdated to Wednesday, November 24, 2021	Monday, November 22, 2021
Friday, November 26, 2021	Tuesday, November 23, 2021
Monday, November 29, 2021	Wednesday, November 24, 2021
Tuesday, November 30, 2021	Wednesday, November 24, 2021
Christmas – Friday, December 24, 2021 – CLOSED Office Hours for Holiday week: Monday through Wednesday, 8:30am-5:00pm, Thursday, 8:30am-2:00pm	
Effected Check Dates	Submission Deadline by 12:00pm
Friday, December 24, 2021	Tuesday, December 21, 2021
Monday, December 27, 2021	Wednesday, December 22, 2021
Tuesday, December 28, 2021	Thursday, December 23, 2021
2022 New Year's Day – Friday, December 31, 2021 - CLOSED Office Hours for Holiday week: Monday through Thursday, 8:30am - 5:00pm	
Effected Check Dates	Submission Deadline by 12:00pm
Friday, December 31, 2021	Tuesday, December 28, 2021
Monday, January 3, 2022	Wednesday, December 29, 2021
Tuesday, January 4, 2022	Thursday, December 30, 2021