

## PROCESSING DATES

If your check date falls on...	Payroll must be processed by 2:00pm PST on...
Thursday, November 24	Monday, November 21 <i>(Check date will be Wednesday, November 23)</i>
Friday, November 25	Tuesday, November 22
Monday, November 28	Wednesday, November 23
Tuesday, November 29	Wednesday, November 23
Tuesday, December 27**	Thursday, December 22
Wednesday, December 28**	Friday, December 23
Tuesday, January 3**	Thursday, December 29
Wednesday, January 4**	Friday, December 30

\*\* For holidays falling on Sunday, all Federal Reserve offices will be closed the following Monday.

The following days are considered non-banking days: Monday, December 26th in observance of Christmas and Monday, January 2nd in observance of New Year's Day. Please adjust your processing schedules accordingly.

## HOLIDAY SCHEDULE.

Please review the holiday and closure dates below and adjust your processing schedule accordingly. Payrolls must be processed by 2 PM PT **two business days prior** to check date to ensure direct deposits and tax deposits are made on time.

### BANKING HOLIDAYS

#### Thursday, November 24

Thanksgiving Day

#### Monday, December 26

Christmas Day (Observed)

#### Monday, January 2, 2023

New Year's Day (Observed)

### SDP HOLIDAY CLOSURES

#### Friday, November 25

Day After Thanksgiving

#### Friday, December 2

SDP Closing at 2 PM PT

#### Monday, December 26

Christmas Day (Observed)

#### Monday, January 2

New Year's Day (Observed)

## WHERE ARE MY W-2s?

Our team will be working hard to prepare and ship your W-2s by **1/26/2023**. Please note that our payroll team will only be able to track the status of W-2 packages after **1/26/2023**. Because we are printing, packaging, and shipping around the clock, we can not make exceptions to accommodate expedited shipping requests.

