

## **Bank Holidays**

*Please remember the following bank/federal holidays:*

- **Friday, December 25th (Christmas)**
- **Friday, January 1st (New Years)**

*Remember, if your payroll would normally fall on a bank/federal holiday, your check date will be moved back 1 day in observation of that holiday.*

## **Payroll Control Systems Holiday Schedule**

*Please remember Payroll Control Systems is CLOSED on these days:*

- **Thursday, December 24, 2009 at 1:00pm**
- **Friday, December 25, 2009**
- **Friday, January 1, 2010**

## **Important Direct Deposit Information:**

- If your payroll date falls on **Monday, December 28**, we will need to have your payroll information no later than 2:00pm on Wednesday, December 23.
- If your payroll date falls on **Monday, January 4**, we will need to have your payroll information no later than 2:00pm on Wednesday, December 30.