



## **Monday, Sept 6th 2010 is Labor Day and Payday Payroll Services will be closed.**

**REMINDERS...Holiday weeks are very busy here at Payday Payroll as they are for many of you. To ensure that this week runs as smooth as possible, please review the guidelines below to see how your payroll may be affected by the Holiday:**

- **Check date of Wednesday, Sept 8<sup>th</sup>**
  - **Must submit payroll by 12 (noon) on Friday, Sept 3<sup>rd</sup> for Direct Deposit**
- **Check date of Tuesday, Sept 7<sup>th</sup>**
  - **Must submit payroll by 2 PM on Thursday, Sept 2<sup>nd</sup> for Direct Deposit**
- **If your check date was scheduled for Monday, Sept 6<sup>th</sup> it has been moved.**
  - **IF it was moved to Friday, Sept 3<sup>rd</sup> please submit by 2pm on Wednesday, Sept 1<sup>st</sup> for Direct Deposit**
  - **IF it was moved to Tuesday, Sept 7<sup>th</sup> please see Tuesday rule above**
- **If you need your check date changed, please notify us by Friday, Aug 20<sup>th</sup>.**
- **For our PayEntry clients, the check date cannot be changed after the payroll has been started. DO NOT START THE PAYROLL OR ENTER ANY PAYROLL INFORMATION IF YOU NEED YOUR CHECK DATE CHANGED.**
- **Payrolls may be delivered later in the day than normal due to the increased volume of deliveries this week. If you need your payroll at a specific time, please call ahead to make arrangements to pick up from our office.**

**Please feel free to contact our office if you have any questions by emailing [helpdesk@paydaypayroll.com](mailto:helpdesk@paydaypayroll.com) or by calling our VA office (757) 523-0605 or our FL office (954) 227-2232.**

**Payday Payroll wishes that you have a Safe and Enjoyable  
Holiday weekend!**