



**Monday, February 15th 2010 is President's Day
Payday Payroll is Open, BUT the Banks are closed.
This will affect your direct deposit schedule.**

REMINDERS...Holiday weeks are extremely 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.

If your scheduled check date is...

- **Tuesday, Feb 16th**
 - **Must submit payroll by 2pm on Thursday, Feb 11th for Direct Deposit**
- **Wednesday, Feb 17th**
 - **Must submit payroll by 12pm on Friday, Feb 12th for Direct Deposit**
- **If your check date was scheduled for Monday, Feb 15th it has been moved.**
 - **IF it was moved to Friday, Feb 12th, please submit by 2pm on Wednesday, Feb 10th for Direct Deposit**
 - **IF it was moved to Tuesday, Feb 16th, please see Tuesday rule above.**
- **If you need your check date changed, please notify us by Wed, Feb 10th.**
- **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 or by calling our VA office (757) 523-0605 or our FL office (954) 227-2232.