



## Thanksgiving Holiday Processing

Dear Valued Client,

We will be closed Thursday, November 26<sup>th</sup> and Friday November 27<sup>th</sup> in observance of the Thanksgiving holiday. **Thursday, November 26<sup>th</sup> is also a Federal Reserve Holiday, and all banks will be closed.**

### Payroll Processing Schedule

If this schedule causes you any undue hardship, please contact us and we will make alternative scheduling arrangements. If you intend to move a check date, please also plan to move your transmission day. This will allow us sufficient time to properly process your payrolls. Our processing schedule for the holiday is as follows:

- If you have a check date on Friday November 27<sup>th</sup> - please submit your payroll no later than Wednesday, November 25<sup>th</sup>.
- if you have a check date on Friday November 27<sup>th</sup> and will not be open that day but still plan on submitting payroll on Wednesday November 25<sup>th</sup>, please let us know so we can coordinate alternative delivery.
- If you have a check date of Monday November 30<sup>th</sup>, please plan to submit your payroll no later than Wednesday November 25<sup>th</sup>.

If you would like to make alternative arrangements or have any questions/concerns please do not hesitate to contact [support@hsimon.com](mailto:support@hsimon.com) .

Happy Thanksgiving and thank you for choosing HowardSimon!