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Holiday Schedule Reminder!



According to our records we believe this may impact you and should be reviewed.

January 1st, 2016 Check Dates

As we have previously advised, January 1st, 2016 falls on a Friday and is also a Federal Reserve Holiday. Many companies have their default holiday setting in the payroll system set to automatically accelerate their check date in the event it falls on a holiday. In this case, that would mean that your check date would be moved from 2016 to December 31, 2015. **Please be advised that this may create an extra payroll process in 2015 for you.**

Consult your payroll calendar to ensure that you are processing on your desired check date. If you wish to move your check date to January 4th, 2016 instead, please contact us as soon as possible. If you elect to restore your check date to January 1st, 2016, employees would still effectively receive their funds on January 4th, 2016.

The 2016 Calendar has 53 Fridays!

2016 has 53 Fridays. If your check date falls on a Friday, please pay special attention as you may have an additional check date in 2016. Also, note that one of these Fridays is January 1st, 2016 so please plan accordingly. The 2016 day counts are below.

- Mondays 52
- Tuesdays 52
- Wednesdays 52
- Thursdays 52
- Fridays 53

Happy Holidays!