
THANKSGIVING HOLIDAY PAYROLL INFO

Our offices will be closed in observance of the Thanksgiving Day holiday on Thursday, November 27, 2014. Please note the following payroll options may be DELAYED:

- MAILED PAYCHECKS (via United States Post Office). Paychecks will go into the mail on Wednesday, November 26. However, due to the holiday, there is no postal service on Thursday, November 27. We anticipate that paychecks delivered via postal service will be delayed by at least one day.
- DIRECT DEPOSIT (via your bank account or ADP Total Paycard). Direct deposit funding transactions will take place as scheduled. However, due to the holiday, banks will be closed on Thursday, November 27. We anticipate that direct deposit transactions will be delayed by at least one day.

Associates should receive their paycheck in the mail or see funds deposited into their account no later than Monday, December 1, and some as early as Friday, November 28.

Associates who normally use one of the above options, but would like to pick up their paycheck in the office that week only, MUST inform the Accounting/Payroll Team directly NO LATER THAN 12 NOON, on MONDAY, NOVEMBER 24, 2014.

If you regularly pick up your paycheck at our office, there will be no delay and your check will be available on Wednesday, November 26 after 2pm (in Ann Arbor) or after 11am (in Monroe). Please keep in mind that our offices will be closed on Thursday, November 27, 2014.

The deadline for turning in timeslips is not impacted by this holiday. All timeslips are due by 5pm on Monday, November 24, 2014 in order to meet the payroll processing schedule as outlined above.

"Thanks for your consideration and hard work!"



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