



## December 25, 2018 Christmas Day is a Bank Holiday - Check Your Payroll Schedule

Dear ADP Client,

ADP would like to remind you that Christmas Day, Tuesday December 25, 2018 is a bank holiday. The **Federal Reserve will be closed as will ADP's offices.**

To ensure timely employee direct deposits we recommend you accept and approve your payroll 48 business hours prior to pay date and no later than 2:30pm Eastern Time / 11:30am Pacific Time. Payrolls processed less than 48 hours prior to pay date could experience late funding of employee direct deposits and tax deposits, and a delay in the delivery of your payroll package.

**In order to prevent a delay in the posting of the direct deposit transactions to your employees' accounts, it is very important that you review your payroll processing schedule prior to submitting your payroll.** Consider your current processing date and pay date to determine if a change is necessary to account for the bank holiday.

Use this chart as a guide to determine if a payroll schedule change is necessary. Please note if you are a wire client or over threshold client, you will need to check with your bank for their wire cut-off times. To ensure timely employee direct deposits, ADP must have funds by Noon (local time) 2 business days prior to check date.

If your Pay Date will be:	Your Payroll must be completed/approved by the end of the business day on:	Wire Clients and Over Threshold Clients - Funding Due Date:	ACH Clients – ADP Will Debit Your Account:
Monday, 12/24/2018	Thursday, 12/20/2018	Thursday, 12/20/2018	Friday, 12/21/2018
Christmas Day Tuesday, 12/25/2018	<b>Move Pay Date</b> to Monday, 12/24/2018 or Wednesday, 12/26/2018 Follow Monday or Wednesday Pay Date processing information listed here		
Wednesday, 12/26/2018	Friday, 12/21/2018	Friday, 12/21/2018	Monday, 12/24/2018
Thursday, 12/27/2018	Monday, 12/24/2018	Monday, 12/24/2018	Wednesday, 12/26/2018

**Note:** Electronic transactions received with a pay date of 12/25/2018 will not be deposited until 12/26/2018, depending upon the individual's depository institution.

Submit changes to your ADP Payroll Schedule through self-service directly from Workforce Now which are effective real-time. Select **Process > Payroll > Payroll Schedule**. Click on the **About This Page** link for additional information.

In addition, you will be able to schedule Previous Quarter Adjustments Payrolls and Submit Prior Quarter Adjustments. Select **Process > Payroll > Payroll Schedule > Choose Payroll Type > Previous Qtr Adjustments**.

If you have additional questions or concerns, Go to the Support icon in ADP Workforce Now® - the question mark icon in the upper right part of the Workforce Now screen.

Thank you,  
ADP Client Service Team