January 01, 2019 New Year's Day is a Bank Holiday - Check Your Payroll Schedule

Dear ADP Client,

ADP would like to remind you that New Year's Day, Tuesday January 01, 2019 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, 12/31/2018	Thursday, 12/27/2018	Thursday, 12/27/2018	Friday, 12/28/2018
New Year's Day Tuesday, 01/01/2019	**Move Pay Date** to Monday, 12/31/2018 or Wednesday, 01/02/2019 Follow Monday or Wednesday Pay Date processing information listed here		
Wednesday, 01/02/2019	Friday, 12/28/2018	Friday, 12/28/2018	Monday, 12/31/2018
Thursday, 01/03/2019	Monday, 12/31/2018	Monday, 12/31/2018	Wednesday,01/02/2019

Note: Electronic transactions received with a pay date of 01/01/2019 will not be deposited
until 01/02/2019, 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

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