



Hello

During this busy time of year, we wanted help your year-end run smoothly. Below you will find detailed guidance and information about the most important aspects of year-end payroll.

#### **Holiday Payroll Processing – (Process 1 Day early)**

In observation of the upcoming holidays, no financial transactions will process on December 25<sup>th</sup> or January 1<sup>st</sup>. To avoid any payroll disruptions, please **process any scheduled payrolls one business day earlier than your standard processing day.**

#### **For example:**

If you would ordinarily have an expected check date of December 25<sup>th</sup>, and your standard approval date is December 23<sup>rd</sup>, you would need to process payroll on December 22<sup>nd</sup> for a December 24<sup>th</sup> check date.

In addition to this notice, you will also receive information specific to your payroll processing date in your standard payroll reminder communications.

#### **Final Payrolls**

Be sure you approve any **final payrolls of the year by 4:00 pm CST on December 29<sup>th</sup>** to ensure processing by year-end. We recommend processing your payroll as early as possible to ensure you have enough time to make any last-minute adjustments.

#### **Online Help Resources**

Also, remember that online help is always available! Use the Help menu to find your answer, chat with an expert, contact us directly, or access guided walkthroughs to the most popular year-end actions. Just click the Help icon at the bottom-right hand corner of any screen in your payroll account to get started.

#### **Service Support and Hours of Operation:**

Holiday hours of operation for the following dates:

- December 24th from 7:00am CST to 4:00pm CST
- December 25th, 26th Closed
- December 31st from 7:00am CST to 5:00pm CST
- January 1st, 2nd Closed

Thank you for choosing SurePayroll. We wish you a wonderful holiday season.

Sincerely,  
The SurePayroll Customer Care Team



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