

2019

January

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
		1	2			
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	23	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dates in white are non-banking days and therefore are not included in payroll processing days.
Dates in yellow, Payroll Experts closes at noon. Processing is required by 11 am.

○ Period End Date ✕ Processing Date △ Check Date

Client

Frequency

weekly monthly quarterly
 bi-weekly semi-monthly annually

Period Range

Check Day/Dates

 Process Days Prior

Preferred Processing Time

Saturday/Sunday Check Dates

move forward move backward

Year-End Important Dates & Deadlines

Before December 6, 2019

Notify us of special payroll runs, fringe benefits or current year wage or tax adjustments

December 25, 2019 & January 1, 2020

Payroll Experts and banks closed

Before December 27, 2019

Run last scheduled payroll

Before December 27, 2019

Provide us changes to '19 earnings

After December 27, 2019

Changes may result in late tax payments and re-run fees

After January 3, 2020

Changes may result in tax return re-run fees

After January 3, 2020

Changes will require chargeable, amended returns

Holidays/Closures

Jan 1	New Year's Day
Jan 21	Martin Luther King Day
Feb 18	Presidents' Day
May 27	Memorial Day
July 4	Independence Day
Sept 2	Labor Day Observed
Oct 14	Columbus Day
Nov 11	Veterans Day
Nov 28	Thanksgiving Day
Nov 29*	Day After Thanksgiving
Dec 24*	Christmas Eve
Dec 25	Christmas Day

* Payroll Experts Closes Early at 12 pm