



Dear Valued Clients

The Holiday Season has arrived, and it is time to prepare for the holiday payroll schedule. KeyHR will be **closed Monday, December 25th**, in observance of the Christmas holiday and **Monday, January 1st, 2024** in celebration of the New Year.

- * All paychecks normally dated for Monday, December 25th, will be dated Friday, December 22nd, or Tuesday, December 26th. **There will be NO deliveries Monday, December 25, 2023**
- * All paychecks normally dated for Monday, January 1st, 2024 will be dated Friday, December 29th, or Tuesday, January 2nd, 2024. **There will be NO deliveries Monday, January 1st, 2024.**

Please submit your payroll no later than **11:00 a.m. on the appropriate day.**

To certify new hire information is completed in a timely manner, please submit all new hire information **48 hours prior** to submitting your payroll.

To ensure that your payroll is processed and delivered accurately and timely, please complete the form below to change your scheduled payroll check date. Please return the completed form to your Payroll Team no later than Friday, December 15th - To guarantee timely direct deposits, please submit by following the timeline below:

Submit Payroll by 11am on	Holiday Delivery Schedule
Wednesday, Dec. 20th – ACH	Friday, Dec. 22 nd
Wednesday, Dec. 27 th – ACH	Friday, Dec. 29 th
Thursday Dec. 21 st – Wire	Friday Dec. 22 nd
Thursday, Dec. 28 th - Wire	Friday, Dec. 29 th
Friday, Dec. 22 nd – ACH/Wire	Tuesday Dec. 26 th
Friday, Dec. 29 th – ACH/Wire	Tuesday, Jan. 2 nd

Happy Holidays!

