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ADP Resource would like to remind you that Martin Luther King Day, Monday, January 15, 2018 is a bank holiday and the **Federal Reserve will be closed**. Please see the following Martin Luther King Day Banking Guidelines for Payrolls with Pay Dates on or around January 15th, 2018.

To ensure timely employee direct deposits we recommend you accept and approve your payroll 72 hours prior to pay date. Payrolls processed less than 72 hours prior to pay date could experience late funding of employee direct deposits.

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. If a change is necessary, please contact your Payroll Service Representative for assistance. 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 days prior to check date.

If current Pay Date is:	Your Payroll must be Accepted by Cutoff on:	Wire Clients and Over Threshold Clients - Funding Due Date:	ACH Clients – ADP Will Debit Your Account:
Friday 01/12/18	Tuesday 01/09/18	Wednesday 01/10/18	Thursday 01/11/18
Martin Luther King Day 01/15/18	<u>Move Pay Date</u> to Friday, 01/12/18 or Tuesday, 01/16/18 Follow Friday or Tuesday Pay Date processing information listed here.		
Tuesday 01/16/18	Wednesday 01/10/18	Thursday 01/11/18	Friday 01/12/18
Wednesday 01/17/18	Thursday 01/11/18	Friday 01/12/18	Tuesday 01/16/18

Note: Electronic transactions received with a pay date of 01/15/18 may not be deposited until 01/16/18, depending upon the individual’s depository institution.

If you have any questions, concerns or would like to make a change to your payroll schedule, please contact your Payroll Service Representative or your HR Business Partner.

Thank you,
ADP Resource