February 19, 2018 President's Day is a Bank Holiday - Check Your Payroll Schedule

Dear ADP Client,

ADP would like to remind you that Presidents Day, Monday February 19, 2018 is a bank holiday.
The **Federal Reserve will be closed.**

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 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. If a change is necessary, complete the Support Center request form (see below) to alert ADP as soon as possible.

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 banking 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:
Friday, 02/16/2018	Tuesday, 02/13/2018	Wednesday,02/14/2018	Thursday, 02/15/2018
President's Day 02/19/2018	<u>Move Pay Date</u> to Friday, 02/16/2018 or Tuesday, 02/20/2018 Follow Friday or Tuesday Pay Date processing information listed here.		
Tuesday, 02/20/2018	Wednesday, 02/14/2018	Thursday, 02/15/2018	Friday, 02/16/2018
Wednesday, 02/21/2018	Thursday, 02/15/2018	Friday, 02/16/2018	Tuesday, 02/20/2018

Note: Electronic transactions received with a pay date of 02/19/2018 will not be deposited until 02/20/2018, depending upon the individual's depository institution.

Submit changes to your ADP Payroll Schedule and per the version information listed below:

If You Use...	Then
Workforce Now	Make payroll schedule changes 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 (formerly called Out of Sequence) Payrolls and Submit Prior Quarter Adjustments. Select **Process>Payroll>Payroll Schedule>Choose Payroll Type > Previous Qtr Adjustments.**

Workforce Now V2 (i.e. https://portal.adp.com or Call in your payroll	Submit Schedule change requests on the ADP Support Center at https://support.adp.com

If you have any questions, please select **Contact ADP** in the **ADP Support Center** or contact your Client Service team.

Thank you,

ADP Client Service Team

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