



Payroll Express

2021 Payroll Submission & Funding Guide

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Regular Processing Hours: Monday – Thursday 8:00 A.M. – 4:30 P.M.
Friday 8:00 A.M. – 3:00 P.M.

2021 TENTATIVE BANKING HOLIDAYS & OFFICE CLOSURES

Friday	January 1, 2021	New Year's Day	Bank Holiday – Office Closed
Monday	January 18, 2021	Martin Luther King Day	Bank Holiday
Monday	February 15, 2021	President's Day	Bank Holiday
Monday	May 31, 2021	Memorial Day	Bank Holiday – Office Closed
Monday	July 5, 2021*	Independence Day	Bank Holiday – Office Closed
Monday	September 6, 2021	Labor Day	Bank Holiday – Office Closed
Monday	October 11, 2021	Columbus Day	Bank Holiday
Thursday	November 11, 2021	Veteran's Day	Bank Holiday
Thursday	November 25, 2021	Thanksgiving Day	Bank Holiday – Office Closed
Friday	November 26, 2021	Thanksgiving Holiday	Office Closed
Friday	December 24, 2021	Christmas Eve	Office Closed

To make certain your payroll is delivered to you and all deposits are received in a timely fashion, we ask that you review the following guidelines for submitting your payroll information.

- Payroll information must be received by **2:00 P.M. CST (1:00 P.M. CST Friday)** two business days prior to check date. This ensures the timeliness of direct deposits and tax payments. We do not guarantee direct deposit on payrolls submitted one business day prior to check date.
- Payrolls received by 2:00 P.M. CST (1:00 P.M. CST Friday) will be sent out for delivery that day. Please note that in most instances, packages sent courier delivery are received the next day, however, next day delivery is not guaranteed.
- In the event of a banking holiday or office closure, you will be notified that you need to adjust your payroll schedule. Please note this may change the date your payroll invoice and taxes are impounded.
- We highly recommend a prenote (preauthorization of electronic file) for new direct deposits. This process can take one or two payroll cycles (7-20 days) depending on your employee's bank's policies. Sending a prenote generally means that the employee's first paycheck after submitting a direct deposit authorization will be a live check.
- If a direct deposit is returned because an account has changed or closed, we will notify you immediately. We will return funds to your payroll impound account and it will be your responsibility to ensure the employee receives their wages.
- If any payroll is returned as having insufficient funds, we will notify you and then immediately impound the amount a second time. This will result in a \$90.00 insufficient funds fee. If a second payroll is returned as having insufficient funds, another insufficient funds fee will be assessed and we will require cash on demand (cash, cashier's check, or bank wire) for all future payrolls.