



2023 Payroll Submission & Funding Guide

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Regular Processing Hours:

Monday – Thursday
Friday

8:00 A.M. – 4:30 P.M.
8:00 A.M. – 3:00 P.M.

2023 TENTATIVE BANKING HOLIDAYS & OFFICE CLOSURES

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|----------|-------------------|------------------------|------------------------------|
| Monday | January 2, 2023* | New Year's Day | Office Closed |
| Monday | January 16, 2023 | Martin Luther King Day | Bank Holiday |
| Monday | February 20, 2023 | President's Day | Bank Holiday |
| Monday | May 29, 2023 | Memorial Day | Bank Holiday – Office Closed |
| Monday | June 19, 2023 | Juneteenth | Bank Holiday |
| Tuesday | July 4, 2023 | Independence Day | Bank Holiday – Office Closed |
| Monday | September 4, 2023 | Labor Day | Bank Holiday – Office Closed |
| Monday | October 9, 2023 | Columbus Day | Bank Holiday |
| Saturday | November 11, 2023 | Veteran's Day | Bank Holiday |
| Thursday | November 23, 2023 | Thanksgiving Day | Bank Holiday – Office Closed |
| Friday | November 24, 2023 | Thanksgiving Holiday | Office Closed |
| Monday | December 25, 2023 | Christmas Day | Bank Holiday – Office Closed |

*Designates an observed date

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 may 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.