



2024 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.

2024 TENTATIVE BANKING HOLIDAYS & OFFICE CLOSURES

Monday	January 1, 2024	New Year's Day	Bank Holiday – Office Closed
Monday	January 15, 2024	Martin Luther King Day	Bank Holiday
Monday	February 19, 2024	President's Day	Bank Holiday
Monday	May 27, 2024	Memorial Day	Bank Holiday – Office Closed
Wednesday	June 19, 2024	Juneteenth	Bank Holiday
Thursday	July 4, 2024	Independence Day	Bank Holiday – Office Closed
Monday	September 2, 2024	Labor Day	Bank Holiday – Office Closed
Monday	October 14, 2024	Columbus Day	Bank Holiday
Monday	November 11, 2024	Veteran's Day	Bank Holiday
Thursday	November 28, 2024	Thanksgiving Day	Bank Holiday – Office Closed
Friday	November 29, 2024	Thanksgiving Holiday	Office Closed
Tuesday	December 24, 2024	Christmas Eve	Office Closed
Wednesday	December 25, 2024	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 \$125.00 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.