

# Holiday Payroll Calendar

Let's work together to ensure employee paychecks are processed on-time and stress-free during the holidays.



If you have a pay date listed below, note any changes to your pay date and timesheet due date. If you would like to change your adjusted pay date, please let your Service Team know as soon as possible.

If you have a pay date on:	Will your pay date change?	Timesheets are due by:
Tues, November 26	No, your pay date remains the same	Thurs, November 21 At 9 am
Wed, November 27	No, your pay date remains the same	Thurs, November 21 At 9 am
Thurs, November 28 🦃 Thanksgiving Day	Yes, your pay date will move to Wed, November 27	Mon, November 25 At 9 am
Fri, November 29	No, your pay date remains the same	Mon, November 25 At 9 am <b>Note: Submission date has changed.</b>
Mon, December 23	No, your pay date remains the same	Wed, December 18 At 9 am
Tues, December 24	No, your pay date remains the same	Thurs, December 19 At 9 am
<b>Note: ProService Hawaii offices will close at 1:00 pm on Christmas Eve.</b>		
Wed, December 25 🎄 Christmas Day	Yes, your pay date will move to Tues, December 24	Thurs, December 19 At 9 am
Thurs, December 26	No, your pay date remains the same	Mon, December 23 At 9 am <b>Note: Submission date has changed.</b>
Tues, December 31	No, your pay date remains the same	Thurs, December 26 At 9 am
<b>Note: ProService Hawaii offices will close at 1:00 pm on New Years Eve.</b>		
Wed, January 1 🎆 New Years Day	Yes, your pay date will move to Tues, December 31	Thurs, December 26 At 9 am
Thurs, January 2	No, your pay date remains the same	Mon, December 30 At 9 am <b>Note: Submission date has changed.</b>
Mon, January 20 👊 MLK Jr. Day	Yes, your pay date will move to Fri, January 17	Tues, January 14 At 9 am
Tues, January 21	No, your pay date remains the same	Thurs, January 16 At 9 am