



IMPORTANT: Christmas Payroll Schedule (Dec. 25, 2020)

Dear Valued Client,

Friday, December 25, 2020, the Federal Reserve, banks, and Viventium's offices will be **closed**.

IMPORTANT NOTE: Payrolls cannot be dated for a banking holiday. If your normal check date would fall on Friday, 12/25/2020, you must move your check date.

We recommend that you process your payroll at least **three (3) business days prior to check date**. To ensure your employees are paid on time, please reference the table below for Viventium's payroll processing deadlines for alternate check dates.

Please consult your financial or legal advisor prior to moving your check date.

Check Date	Your payroll must be accepted & approved by
Wednesday, 12/23/2020	Monday, 12/21/2020 – 3:00 PM ET
Thursday, 12/24/2020	Tuesday, 12/22/2020 – 3:00 PM ET
Monday, 12/28/2020	Wednesday, 12/23/2020 – 3:00 PM ET

If you process later than the above deadlines, additional fees will apply, and wires may be required.

To confirm your processing schedule change, if needed, please speak to your Dedicated Client Service Team.

To change the check date of your payroll in Viventium, navigate to **Payroll**, and click on **Payroll Options**.

In it with you,

Your Viventium Client Service Team