



IMPORTANT: New Year's Day Payroll Schedule (Jan. 1, 2021)

New Year's Day January 1, 2021

Dear Valued Client,

Friday, January 1, 2021, the Federal Reserve, banks, and Viventium's offices will be **closed**.

IMPORTANT NOTE: If your normal check date would fall on Friday, 1/1/2021, you may consider making changes to your processing or check date. If your check date is 1/1/2021, your employees may not have access to their funds by Friday, 1/1/2021.

We recommend that you process your payroll at least **two (2) 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, 12/30/2020	Monday, 12/28/2020 – 3:00 PM ET
Thursday, 12/31/2020	Tuesday, 12/29/2020 – 3:00 PM ET
Friday, 1/1/2021 * See important note above	Tuesday, 12/29/2020 – 3:00 PM ET
Monday, 1/4/2021	Wednesday, 12/30/2020 – 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