



**PAYROLL**  
CENTRAL  
Total Payroll Solutions

## SUMMER HOLIDAY CLOSINGS

### MAY

**Fri 5/26/17 – Friday before Memorial Day** **CLOSED**

**Mon 5/29/17 -- Memorial Day** **CLOSED**

### JULY

**Tues 7/4/17– Independence Day** **CLOSED**

### SEPTEMBER

**Fri 9/1/17 – Friday before Labor Day** **CLOSED**

**Mon 9/4/17 – Labor Day** **CLOSED**

**NOTE** -- If you usually submit your payroll on these days please provide it to us as soon as possible before the holiday to ensure we have enough time to process your payroll. If you pick up your payroll on any of these days, please make arrangements with us. We will be very flexible on all types of deliveries.

Also, please keep in mind if we mail your payroll that some of these days are Federal Holidays and no mail distribution take place.

*If you have special concerns or will need special processing or handling, please contact us to make arrangements. We will make every effort to work with you to get your payroll processed on time!*

*Thank you for your assistance and cooperation!  
Carolyn, Donna, Amanda & Mindi*