

⇒ **Christmas Day and New Year's Day Payroll Information** ⇐

Frankel Staffing Partners will be **closed on Tuesday, December 25<sup>th</sup> and Tuesday, January 1<sup>st</sup>.**

We will have adjusted hours on:  
Monday, December 24<sup>th</sup> 7:30am-3:00pm  
Wednesday, December 26<sup>th</sup> 9:00am-5:30pm

Our normal operating schedule is Monday-Wednesday, Friday 7:30am-5:30pm and Thursday, 7:30am-6:30pm.

**A few items to note:**

**Due to the holiday, we must process payroll on Monday, December 24<sup>th</sup> and Monday, December 31<sup>st</sup>. Please be mindful that your manager must approve your timecard before we can process it for you to be paid.**

**Please plan ahead!**

**If your manager will be out of the office on Monday, or if your office is closed, please make sure you submit your time on Friday for approval. If you work over the weekend, please submit your time immediately upon completing your last shift of the week, and coordinate with your manager to ensure the time will be approved.**

**Time that is submitted but not approved WILL NOT be paid!**

**Timecard Deadlines**

**Timecards must be submitted AND approved to Frankel Staffing by Monday, December 24<sup>th</sup> and Monday, December 31<sup>st</sup> at 9:00 am.** For timecards submitted after this deadline, we cannot guarantee your paycheck will be available to you on time. Please call our office if you have questions regarding when you will receive your pay.

**Direct Deposit**

**If you receive your pay via direct deposit, it is critical that we receive your **approved** timecard **no later than 9:00am on Monday, December 24<sup>th</sup> and Monday, December 31<sup>st</sup>.** If your timecard is not received by this deadline, your paycheck cannot be directly deposited into your account. As a result, late timecards will be processed as "live" paychecks, or held for processing the following week. Please make every effort to meet this deadline in order to avoid a disruption to your pay.**

**Paycheck Pick-up**

**If you pick up your paycheck at our office, it will be available Thursday (December 27<sup>th</sup> and January 3<sup>rd</sup>) after 12pm (noon). We will be open until 6:30pm both of these days. If you receive your paycheck in the mail, all checks will be mailed Thursday (December 27<sup>th</sup> and January 3<sup>rd</sup>) at 12pm.**

**If you enter your time via the web portal, please ensure your manager will be available to approve your time entry prior to the deadline. Time that has been submitted but NOT approved will not be processed for payroll.**

**Please call or email us if you have any questions or concerns about these deadlines or procedures (919.783.6300 or [payroll@frankelstaffing.com](mailto:payroll@frankelstaffing.com)). Thank you and have a wonderful holiday!**

**The Frankel Staffing Team**