



Thanksgiving Day Payroll Information



Frankel Staffing Partners will be **closed on** Thursday, November 22nd.

We will have adjusted hours on:

Friday, November 23rd – we will be open 9:30am-3:30pm

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

A few items to note:

Timecard Deadlines

Timecards must be submitted to Frankel Staffing by Monday, November 19th at 10:00 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 timecard **no later than 10:00am on Monday, November 19th**. 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 Wednesday, November 21st after 12pm (noon). We will be open until 5:30pm. If you receive your paycheck in the mail, all checks will be mailed Wednesday, November 21st 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 entered 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). Thank you and have a wonderful holiday!

The Frankel Staffing Team