

CHRISTMAS DAY AND NEW YEAR'S DAY PAYROLL INFORMATION

**Frankel Staffing Partners will be closed on
Friday, December 25th and Friday, January 1st.
We will have adjusted hours on
Thursday, December 24th (8:30am-3:00pm).**

Our normal operating schedule is Monday-Friday 7:30am-5:30pm

A few items to note...

Timecard Deadlines

Timecards must be submitted to Frankel Staffing Partners by Monday, December 21st and Monday, December 28th at 10:00 am. For timecards submitted after these deadlines, 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 essential that we receive your timecard no later than 10:00am on Monday, December 21st and Monday, December 28th. If your timecards are not received by these deadlines, your paychecks 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 these deadlines to avoid a disruption to your pay.

Live Paychecks

If you have a live paycheck, please coordinate with payroll at payroll@frankelstaffing.com for mailing/pick-up options.

Important: If you enter your time via the web portal, please ensure your manager will be available to approve your time entry prior to these deadlines. Time that has been entered but not approved by your manager will not be processed for payroll.

**Please call or email us if you have any questions or concerns about the above
deadlines or procedures - 919.783.6300 or payrollefrankelstaffing.com.**

Thank you and have a wonderful holiday!

The Frankel Staffing Team