

September, 2010



SEPTEMBER 6, 2010 - LABOR DAY

In observance of Labor Day, Paylocity will be closed on **Monday, September 6, 2010**. Please be aware of the potential impact the upcoming holiday may have to your scheduled payrolls on, or near the holiday.

If you have elected to use **Monday, September 6, 2010** as a check date, please verify that you are in compliance with all applicable federal, FLSA, state, and union regulations regarding timely payment to employees as these funds will not be available to your employees until the next official banking day.

If you have elected to use **Tuesday, September 7, 2010** as a check date you must submit your payroll for processing by 4:00 PM CST on Thursday, September 2 to guarantee availability of direct deposit funds. Any physical checks or reports requested will be delivered on Friday, September 3.

If you have elected to use **Wednesday, September 8, 2010** as a check date you must submit your payroll for processing by 4:00 PM CST on Friday, September 3 to guarantee availability of direct deposit funds. Any physical checks or reports requested will be delivered on Tuesday, September 7, 2010.

We appreciate the opportunity to service you - should you have any questions please call Client Services at 847.956.4850 or 888.873.8205 or email us at service@paylocity.com.

Thank You,

The Paylocity Client Services Team