



HOLIDAY PAYROLL PROCESSING SCHEDULE

CHRISTMAS 2023 (12/22/2023 – 12/29/2023)

OFFICE HOURS:

- Southeast Personnel Leasing, Inc. (“SPLI”) anticipates closing its offices at 3:00 PM EST on Friday, 12/22/2023.
- SPLI’s offices will also be closed on Monday, 12/25/2023.

DIRECT DEPOSIT PROCESSING FOR CHRISTMAS 2023:

- Payroll processed on Friday, 12/22/2023, will be deposited on Wednesday, 12/27/2023.
 - Payroll processed on Tuesday, 12/26/2023, will be deposited on Thursday, 12/28/2023.
 - Payroll processed on Wednesday, 12/27/2023, will be deposited on Friday, 12/29/2023.
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NEW YEAR WEEK 2024 (12/29/2023 – 1/5/2024)

OFFICE HOURS:

- Southeast Personnel Leasing, Inc. (“SPLI”) anticipates closing its offices at 3:00 PM EST on Friday, 12/29/2023.
- SPLI’s offices will be closed on Monday, 1/1/2024.

DIRECT DEPOSIT PROCESSING FOR NEW YEAR WEEK 2024:

- Payroll processed on Friday, 12/29/2023, will be deposited on Wednesday, 1/3/2024.
 - Payroll processed on Tuesday, 1/2/2024, will be deposited on Thursday, 1/4/2024.
 - Payroll processed on Wednesday, 1/3/2024, will be deposited on Friday, 1/5/2024.
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YEAR END ANNOUNCEMENTS

- SPLI will finalize its yearly financials on Friday, 12/29/2023 at 12:00 EST.
- Clients submitting payroll on Friday, 12/29/2023, the deadline for submission is 12:00 pm EST.
- SPLI cannot date a check or process wages for 2023 after 12:00 PM EST on Friday, 12/29/2023.
- SPLI cannot date a check or process wages for 2024 until Tuesday, 1/02/2024.
- Unfortunately, SPLI cannot process client-requested corrections and/or redeliveries during the busy holiday processing periods.

We wish you and your leased employees a safe and happy holiday season.

Sincerely,

Payroll Management

RG/bre

2023 Holiday Payroll Processing Schedule

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HOLIDAY PAYROLL PROCESSING SCHEDULE

Please provide the requested information below as soon as possible. The completed form must be emailed to your payroll technician or faxed to (727) 437-0000 no later than Friday, 12/15/2023.

Client Name: _____

CHRISTMAS 2023 (12/22/2023 – 12/29/2023)

Submit Payroll On: (Select One)

Friday (12/22/2023)

Tuesday (12/26/2023)

Wednesday (12/27/2023)

Requested Check Date: _____

Requested Delivery Date: _____

NEW YEAR 2024 (12/29/2023 – 1/5/2024)

Submit Payroll On: (Select One)

Friday (12/29/2023)

Tuesday (1/2/2024)

Wednesday (1/3/2024)

Requested Check Date: _____

Requested Delivery Date: _____