



HOLIDAY SCHEDULE

FAX TO: 516-931-8500

DUE 12/9/11

ATTN: Year End Help Desk

Dear Client:

Your Advantage Payroll Services staff continuously strives to make your payroll as simple as possible. Please review the enclosed year-end information and let us know if there is anything we can do to accommodate your needs.

Please consider what special payroll needs you may have. It is imperative that the attached **form is completed and faxed back to us by December 9, 2011.** Your work week and delivery dates may change due to the way the holidays fall this year. If we do not hear from you, we will process your payroll based on your current schedule and our holiday schedule.

Please note that all end of the year payroll information must be received by 11:00 AM on Friday, December 30, 2011 for it to be posted for the end of the quarter and end of the year.

Advantage will be **closed** on the following dates:

Monday, December 26, 2011

Monday, January 2, 2012

Client Name _____ **Client Number** _____

WEEK PRIOR TO CHRISTMAS -- AND/OR CHRISTMAS WEEK

Date hours provided to Advantage _____ **Check Date** _____ **Delivery Date** _____

FINAL PAYROLL OF THE YEAR

Date hours provided to Advantage _____ **Check Date** _____ **Delivery Date** _____