



SPRINGBROOK

THANKSGIVING PAYROLL PROCESSING SCHEDULE

NOVEMBER 2024

Attention: SDS Managing Employers, Staff, and Brokers

Hello Springbrook,

This year, the Thanksgiving holiday falls during a payroll processing week for work dates from November 10 to November 23. Due to the holiday, **payday will be on Wednesday, November 27, 2024**, instead of the usual Thursday, as banks will be closed on November 28.

To ensure timely direct deposits, all staff timesheets must be submitted by Saturday, 11/23, by 11:59 p.m.; the SDS Department must submit timesheets to the Payroll Department early Monday morning, November 25. Due to the holiday, there will not be payroll corrections this week.

- Please be proactive, review and approve your timesheets regularly throughout the pay period for accuracy to help meet this processing time.
- All errors must be resolved before processing can be completed. We should all strive to keep errors to a minimum and resolve them as they arise.

Thank you for your time and attention to this matter. If you have a problem reach out to selfdirection@springbrookny.org.

Sincerely,
Self-Direction Services Department

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