



PAYROLL MANAGEMENT, INC.

PROCESSING CALENDAR 2010

Friday, January 01, 2010	(New Year's Day) - PMI closed as well as banks with no delivery
Monday, January 18, 2010	(Martin Luther King Day) - PMI open - banks closed and limited delivery*
Monday, February 15, 2010	(President's Day) – PMI open - banks closed and limited delivery*
Wednesday, March 31, 2010	End of First Quarter (Quarterly preparation)
Monday, May 31, 2010	(Memorial Day) – PMI open - banks closed and limited delivery*
Wednesday, June 30, 2010	End of Second Quarter (Quarterly preparation)
Monday, July 05, 2010	(Independence Day) - PMI open - banks closed and limited delivery*
Monday, September 06, 2010	(Labor Day) – PMI open - banks closed and limited delivery
Thursday, September 30, 2010	End of Third quarter (Quarterly preparation)
Monday, October 11, 2010	(Columbus Day) - PMI open - banks closed and limited delivery*
Thursday, November 11, 2010	(Veterans Day) – PMI open - banks closed and limited delivery*
Thursday, November 25, 2010	(Thanksgiving) - PMI closed as well as banks with no delivery
Friday, November 26, 2010	PMI open - banks open and limited delivery*
Friday, December 24, 2010	(Christmas Eve) - PMI open until noon and limited delivery*
Friday, December 31, 2010	(New Year's Eve) - PMI open and no delivery*
Friday, December 31, 2010	End of Fourth Quarter (Quarterly preparation and W-2's)
Monday, January 10, 2011	Deadline for changes to year-end salaries and 1099's handled without extra fees.

(Client requested changes made after the date of January 10, 2011 are made on an Hourly rate of \$75)

* Allow extra day(s) for direct deposits