



# PAYROLL MANAGEMENT, INC.

## PROCESSING CALENDAR 2012

Monday, January 02, 2012	(New Year's Day) - PMI open - banks closed and limited delivery*
Monday, January 16, 2012	(Martin Luther King Day) - PMI open - banks closed and limited delivery*
Monday, February 20, 2012	(President's Day) – PMI open - banks closed and limited delivery*
Friday, March 30, 2012	<b>End of First Quarter (Quarterly preparation)</b>
Monday, May 28, 2012	(Memorial Day) – PMI open - banks closed and limited delivery*
Friday, June 29, 2012	<b>End of Second Quarter (Quarterly preparation)</b>
Wednesday, July 04, 2012	(Independence Day) - PMI open - banks closed and limited delivery*
Monday, September 03, 2012	(Labor Day) – PMI open - banks closed and limited delivery*
Friday, September 28, 2012	<b>End of Third quarter (Quarterly preparation)</b>
Monday, October 08, 2012	(Columbus Day) - PMI open - banks closed and limited delivery*
Monday, November 12, 2012	(Veterans Day) – PMI open - banks closed and limited delivery*
Thursday, November 22, 2012	(Thanksgiving) - PMI closed as well as banks with no delivery*
Friday, November 23, 2012	PMI open - USPS open and limited delivery
Tuesday, December 25, 2012	(Christmas) - PMI closed as well as banks with no delivery*
Monday, December 31, 2012	<b>End of Fourth Quarter (Quarterly preparation for year end and W-2's)</b>
Tuesday, January 01, 2013	(New Year's Day) - PMI open - banks closed and limited delivery*
Friday, January 11, 2013	Deadline for changes to year-end salaries and 1099's handled without extra fees.

**(NOTE 1: Client requested changes made after the date of January 11, 2013 are made on an hourly rate)**  
**(NOTE 2: Delivery services can, and do, change schedules for deliveries. These are uncontrollable by PMI.)**

\* Allow extra day(s) for direct deposits