



2739 U.S. Highway 19 North | Holiday, Florida 34691
Telephone: (727) 938-5562 | www.spli.com

11/3/2023

Re: Thanksgiving Holiday Payroll Processing Notice

Please be advised that SouthEast Personnel Leasing, Inc. ("SPLI") will be **CLOSED** on Thursday, **11/23/2023** and Friday, **11/24/2023**.

Please also be advised that direct deposit processing for the week of Thanksgiving 2023 will be as follows:

- Payroll processed on Friday, **11/17/2023** will be deposited on Tuesday, **11/21/2023**.
- Payroll processed on Monday, **11/20/2023** will be deposited on Wednesday, **11/22/2023**.
- Payroll processed on Tuesday, **11/21/2023** will be deposited on Friday, **11/24/2023**.
- Payroll processed on Wednesday, **11/22/2023** will be deposited on Monday, **11/27/2023**.

Due to time constraints associated with the Thanksgiving holiday, SPLI will be unable to immediately process payroll corrections, redeliver payroll, provide same day delivery, reroute a delivery, or have the ability to provide an estimated delivery time.

In addition, please have payment ready prior to delivery, which will likely arrive at a time other than your standard delivery time. If your payment method is via wire, please remit payment confirmation to ensure release of your payroll the same day as it is processed to: wires@spli.com

For the week of Thanksgiving 2023, please advise your payroll technician immediately as to the date that you intend to submit your payroll hours, the check date, and the delivery date by completing the information below and providing it to your payroll technician via e-mail or fax at (727) 437-0000. Please return this information no later than Friday, 11/10/2023, to ensure accurate processing for the week of Thanksgiving 2023.

Client Name: _____

Submit
Payroll On: Fri (11/17) Mon (11/20) Tues (11/21) Wed (11/22)

Check Date: _____ Delivery Date: _____

Please contact your payroll technician immediately should you have any questions regarding payroll for the week of Thanksgiving 2023.

Sincerely,

Payroll Management

RG/bre