



Season's Greetings from Everyone at Ahola Payroll

Our office will be closed on December 26, 2011 and January 2, 2012.

During the holidays all delivery commitment times for UPS and US mail are suspended from Dec. 12th - 25th. You can always arrange to pick-up your payroll at our corporate office during normal business hours.

If your office will be closed or closing early or should you need to make a change to your processing date, please contact your payroll processor. If you do not contact us and your payroll can not be delivered because your business is closed, it will be delivered on the next scheduled delivery date.



Please review the schedule below to ensure the timely processing and receipt of your payroll. If your business is closing early before any of the holidays, you will want to process your payroll earlier than usual. Please keep in mind you always have the option to process your payroll earlier than your normal scheduled date to avoid the holiday rush.

You will need to process your payroll on or before	If your check date is:	Direct Deposits will be effective:	In order for your payroll to be delivered by UPS on:
Wed. Dec. 21	Fri. Dec. 23	Dec. 23	Dec. 22
Thurs. Dec. 22	Mon. Dec. 26	Dec. 27	Dec. 23
Thurs. Dec. 22	Tues. Dec 27	Dec. 27	Dec. 23
Fri. Dec. 23	Wed. Dec. 28	Dec. 28	Dec. 27
Wed. Dec. 28	Fri. Dec. 30	Dec. 30	Dec. 29
Thurs. Dec. 29	Mon. Jan. 2	Jan. 3	Dec. 30
Thurs. Dec. 29	Tues. Jan 3	Jan. 3	Dec. 30
Fri. Dec. 30	Wed. Jan. 4	Jan. 4	Jan. 3

Please call our Customer Service Department (440) 717-7620, **Option 7**, with any delivery or holiday processing schedule questions.