

## Payroll Submission Notice

We at Empeon pride ourselves in making sure that employees are paid accurately and on time. To reduce the possibility of an anomaly causing issues with your payroll processing, we strongly recommend and encourage processing payroll at least 2 days before the Check Date.

Processing payroll for next day does increase risk, process as early as possible, keep in mind the following cutoff times:

To guarantee scheduled **Delivery** of employee live checks/vouchers to your office, payroll must be submitted by the following times: USPS 1:00 PM, UPS 4:30 PM, and Courier 4:30 PM EST. To intercept the package before pickup, a Delivery Change Form\* must be submitted no later than 4:30 PM EST. Please note that delivery costs are a pass-through fee which is subject to change without notice.

To guarantee that **Direct Deposit** will hit employee bank accounts on their check date, Empeon processes two ACH uploads to the Federal Reserve; at 3:30 PM and 6:00 PM EST. We **strongly recommend** that you submit early to take advantage of the first upload. To get next day Direct Deposit after the 'final upload', the Special Request ACH Upload Form\* must be submitted no later than 5:30 PM EST.

The Client Support team leaves at 6:00 PM EST, any payroll submitted after hours will have limited support available to help.

Friday office hours are 9: 00 AM to 4:00 PM EST. Payroll must be submitted by 1:00 PM EST.

	1:00 PM	3:30 PM	4:30 PM	5:30 PM	6:00 PM
<b>ACH</b>					
First ACH Upload to Fed		X			
Final ACH Upload to Fed					X
Intercept ACH Request		X		X	
Late Process Request				X	
<b>Shipping</b>					
USPS	X				
UPS			X		
Courier			X		
Intercept Delivery			X		

\* Please visit [support.adspays.com](http://support.adspays.com) to submit a request form