



YEAR END KEY DATES



Below are key dates to keep in mind as you wrap up your final payrolls of the year and consider any relevant bonuses that may be impacted by holiday closures.

NOVEMBER IMPORTANT DATES

Thanksgiving Day

Thursday, November 28

Banks and Journey are closed. Deadline to submit is **1:00 p.m. on Tuesday, November 26** for a Friday, November 29 check date.

Day After Thanksgiving

Friday, November 29

Journey is open, but **closes at Noon MST.** Deadline to submit is **5:00 p.m. on Wednesday, November 27** for a Tuesday, December 3 check date.

DECEMBER IMPORTANT DATES

Submission Deadline

Friday, December 13

Deadline to have information updates submitted to Journey.

Christmas Eve Observed

Tuesday, December 24

Journey is open but **closes at Noon MST.** Deadline to submit is **1:00 p.m. MST on Monday, December 23** for a Thursday, December 26 check date.

Christmas Day Observed

Wednesday, December 25

Banks and Journey are closed. Deadline to submit is **8:00 a.m. MST on Tuesday, December 24** for a Friday, December 27 check date.

Final Payroll Deadline

Friday, December 27

Deadline to submit any final payrolls of the year is **1:00 p.m. MST** on this day for a Tuesday, December 31 check date (last pay date of 2024).

