

In these unprecedented times of the Covid-19 virus our banks and ACH processors have all just informed us of some significant changes in the timing of your direct deposit and payroll submissions.

Our Financial Institutions are requiring Simplifi to upload direct deposit payrolls <u>no less than 5 days prior to the pay date</u>. Additional time is required to ensure all monies have been collected prior to disbursement to your employees. PLEASE NOTE THAT THIS IS A TEMPORARY MEASURE AND STANDARD PROCEDURES WILL RETURN AS SOON AS POSSIBLE.

All payrolls dated 3/23 – 3/25/20 are exempt from the new policy. However, direct deposit payrolls dated 3/26/20 & 3/27/20 must be submitted to us for processing no later than tomorrow, Tuesday March 24, 2020 at Noon EDT. Unfortunately, no exceptions can be made.

Thankfully, there are other options available to you and please know that Simplifi Payroll & HR is doing everything we can to meet the individual needs of our clients. Below are the other methods available to our clients with direct deposit payrolls.

## Option 1: Submit and fund your payroll & taxes 5 days prior to the pay date.

PAYROLL DAY	SUBMITTED BY 2PM ON:		
MONDAY	PRIOR TUESDAY		
TUESDAY	PRIOR WEDNESDAY		
WEDNESDAY	PRIOR THURSDAY		
THURSDAY	PRIOR FRIDAY		
FRIDAY	MONDAY		

Option 2: Wire funds to our bank 2 days prior to pay date before 12pm. Please call your payroll specialists as soon as possible to obtain a wire form. Simplifi will credit your account for any fees you may incur from your financial institution.

## Option 3: Chose all live checks and eliminate direct deposit (temporarily).

## 5-Day Processing Time Frame Example

Monday	Tuesday	Wednesday	Thursday	Friday
Your company sends file to Simplifi Payroll.	Simplifi Payroll collects funds from employer's account.	Reserve Day	Reserve Day. Simplifi Payroll sends collected funds to employees' accounts.	Collected funds deposited into employees' accounts.

The Simplifi Payroll team is here to help in any way possible. If you are having trouble, please let call us and we will provide you with all the possible actions available to you.

Please remember to immediately review your Bank Liability Report and fund your account accordingly prior to submission.

Thank You for being a valued client!

Sincerely,

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Joe Pintimalli President