Holiday Processing Schedule





Monday, November 22, 2021 Requests due by 12:00 PM CST

<u>Tuesday, November 23, 2021</u> Approvals due by 12:00 PM CST

Wednesday, November 24, 2021 Employees will receive funding



Monday, December 20, 2021 Requests due by 12:00 PM CST

Tuesday, December 21, 2021 Approvals due by 12:00 PM CST

Wednesday, December 22, 2021 Employees will receive funding

OFFICES CLOSED

<u>Wednesday, November 24, 2021</u> <u>Thursday, November 25, 2021</u> <u>Friday, November 26, 2021</u>

OFFICES CLOSED

Wednesday, December 22, 2021 Thursday, December 23, 2021 Friday, December 24, 2021



Monday, December 27, 2021 Requests due by 12:00 PM CST

Tuesday, December 28, 2021 Approvals due by 12:00 PM CST

Wednesday, December 29, 2021 Employees will receive funding

OFFICES CLOSED

Wednesday, December 29, 2021 Thursday, December 30, 2021 Friday, December 31, 2021 Monday, January 3, 2022

SPECIAL NOTE:

For Employer requested groups, ACH authorizations must be submitted prior to 3:00 (CST) Friday, November 19, 2021 if you wish to have employee accounts funded on Wednesday, November 24, 2021. **SPECIAL NOTE:**

For Employer requested groups, ACH authorizations must be submitted prior to 3:00 (CST) Friday, December 17, 2021 if you wish to have employee accounts funded on Wednesday, December 22, 2021. (BEFORE CHRISTMAS) SPECIAL NOTE:

None

In order that our employees may also enjoy time with family and friends during the holiday season, NeuBridg will not offer ANY Special Processing.