



COVID-19 Update

Dear Sheakley HR Partner,

As we continue to work through the constantly changing situation with the Covid-19 (Coronavirus) our goal is to continue to support you with little to no disruption. We have implemented a plan with our employees that will allow them to support as many of our client's needs as possible, even in the event of an office closure.

For reasons such as this, it will be imperative that we receive payroll submissions timely in order to process on time. Payroll **MUST** be submitted **NO LESS THAN TWO BUSINESS DAYS** prior to your check date. For example, for a Friday Check date, we will require payroll to be submitted not later than 12 noon on the Wednesday before. In the event that does not happen, we will need to delay your check date one business day, and require payment to Sheakley via wire transfer.

This is also a good time to encourage your employees who currently don't take advantage of direct deposit to do so. Processing and delivering live checks could be delayed in the event of an office closure and/or a government mandated quarantine. We offer free direct deposit to checking or savings accounts, as well as a free pay card solution which allows us to pay employees via electronic funding.

I encourage you to review the attached documents which will provide you with additional information on COVID-19 as well as Unemployment guidance for employees.

As always, Thank You for your business. We will continue to work diligently to get through this together!