



November 3<sup>rd</sup>, 2011

Re: PICS holiday office schedule

Dear PICS Managing Parties

With the holiday season quickly approaching we would like to inform you of our office hours schedule. PICS office will be closed on the following days as a result pay dates and expense check reimbursements will be effected.

Thursday, November 24<sup>th</sup>

Friday, November 25<sup>th</sup>

Monday, December 26<sup>th</sup>

Monday, January 2<sup>nd</sup>

Paychecks will be mailed out on Wednesday evening November 23<sup>th</sup> and December 22<sup>rd</sup>. Direct deposits for paychecks will occur on November 25<sup>th</sup> and December 23<sup>rd</sup>.

**No Expense checks will be issued the week of Thanksgiving week starting November 21<sup>st</sup>**. Expense checks will be mailed out or direct deposited on December 23. Please be sure to inform your employees of these upcoming changes.

Also, the PICS office will be closing Monday, December 26<sup>st</sup> and Monday, January 2<sup>nd</sup> for the New Year holiday. These closings do not affect the pay or reimbursement schedule.

If you have any questions please feel free to contact the PICS office at 952-854-6364.