

DATA SERVICE CENTER



www.dscpayroll.com

Dear Valued Client,

Thank you for allowing us to serve your payroll needs. With the holidays fast approaching, we would like to take this opportunity to help you plan your payroll schedule.

Data Service Center will be closing early or closed on the following dates:



- Thursday **Nov 27, 2025** Closed – Thanksgiving Day
- Friday **Nov 28, 2025** Closing at 11:00 am

- Wednesday **Dec 24, 2025** Closing at 12:00 pm
- Thursday **Dec 25, 2025** Closed – Christmas Day

- Wednesday **Dec 31, 2025** Closing at 3:00 pm
- Thursday **Jan 1, 2026** Closed – New Year’s Day

To ensure that you receive your payroll when needed, please submit it as early as possible. If you have any questions or concerns, please call us at 419-473-1165.

For clients using USPS or UPS for payroll delivery, please be aware that they, too, have special holiday considerations.

USPS is closed on holidays. USPS Priority Mail Express has delivered on holidays in the past but is expensive. Check with your local post office.

Please see the back side for UPS holiday shipping schedule.



2025 Year-End Holiday Schedule

2025 Holiday Season Recommended Last Days to Ship for Dec. 24 Delivery

U.S. DOMESTIC ¹		U.S. TO CANADA ¹		U.S. TO MEXICO ¹		U.S. TO OTHER DESTINATIONS
SHIPPING SERVICES VIA	SHIP DATE	SHIPPING SERVICES VIA	SHIP DATE	SHIPPING SERVICES VIA	SHIP DATE	
UPS® Ground	Check ups.com/ctc for details	UPS® Standard <i>(From the 48 contiguous states only)</i>	Check ups.com/ctc for details	UPS® Standard services <i>(From the 48 contiguous states only)</i>	Check ups.com/ctc for details	For last days to ship from the U.S. to other international destinations, please visit Calculate Time and Cost at ups.com/ctc .
UPS 3 Day Select®	Dec. 19	UPS Worldwide Expedited®	Dec. 22	UPS Worldwide Expedited®	Dec. 19	
UPS 2nd Day Air®	Dec. 22	UPS Worldwide Express®	Dec. 23	UPS Worldwide Express®	Dec. 22	
UPS Next Day Air®	Dec. 23					

¹Shipments to certain destinations may require an earlier ship date. Check [ups.com/ctc](https://www.ups.com/ctc)

THANKSGIVING

Wednesday Nov. 26

Normal pickup and delivery service. All UPS Next Day Air® packages picked up Nov. 26 will be scheduled for delivery on Friday, Nov. 28. UPS 2nd Day Air® packages picked up Nov. 26 will be scheduled for delivery on Monday, Dec. 1 (except those processed and labeled for delivery on Saturday, Nov. 29).

Thursday Nov. 27 Thanksgiving Day (UPS Holiday)

No UPS® pickup or delivery service. UPS Express Critical® service (provided by Marken) is available. Call 1-800-714-8779 or visit [marken.com](https://www.marken.com).

Friday Nov. 28

Normal pickup and delivery service.

Notes

*References to "UPS Air and International Air" packages include UPS Next Day Air® Early, UPS Next Day Air®, UPS Next Day Air Saver®, UPS 2nd Day Air A.M.®, UPS 2nd Day Air®, UPS Worldwide Express Plus®, UPS Worldwide Express®, UPS Worldwide Saver®, UPS Worldwide Expedited®, and UPS Worldwide Express Freight® services.

Visit [ups.com](https://www.ups.com) for the UPS Tariff/Terms and Conditions of Service. The information contained in this schedule and all Service Guarantees are subject to change.

Packages exceeding UPS weight or size limits are not accepted for transportation.

² Shipments to certain destinations may require an earlier shipping date. Please check [ups.com/ctc](https://www.ups.com/ctc) for the most up-to-date transit times.

CHRISTMAS

Monday Dec. 22

Normal pickup and delivery service. This is the last day to ship UPS 2nd Day Air® packages for delivery on Wednesday, Dec. 24. UPS 3 Day Select® packages picked up Dec. 22 will be scheduled for delivery on Friday, Dec. 26.²

Tuesday Dec. 23

Normal pickup and delivery service. This is the last day to ship UPS Next Day Air® packages for delivery on Wednesday, Dec. 24 with a UPS On-Call Pickup® service, a UPS Smart Pickup® service, or other prearranged, scheduled pickup, or by tendering a shipment at a The UPS Store® location or a UPS Authorized Service Location.

Wednesday Dec. 24 Christmas Eve

Normal delivery service. Pickup service available only for Air and International Air* packages if prearranged by Thursday, Dec. 18. UPS On-Call Pickup® service is available for Air and international Air* packages. UPS Next Day Air® packages picked up today will be scheduled for delivery on Friday, Dec. 26.

Thursday Dec. 25 Christmas Day (UPS Holiday)

No UPS® pickup or delivery service. UPS Express Critical® service (provided by Marken) is available. Call 1-800-714-8779 or visit [marken.com](https://www.marken.com).

Friday Dec. 26

Normal pickup and delivery service.

NEW YEAR'S

Monday Dec. 29

Normal pickup and delivery service.

Tuesday Dec. 30

Normal pickup and delivery service.

Wednesday Dec. 31 New Year's Eve

Delivery of UPS Air and International Air* packages only. Pickup service available only for Air and International Air* packages if prearranged by Friday, Dec. 26. UPS On-Call Pickup® service is available for Air and international Air* packages. UPS Next Day Air® packages picked up today will be scheduled for delivery on Friday, Jan. 2.

Thursday Jan. 1 New Year's Day (UPS Holiday)

No UPS® pickup or delivery service. UPS Express Critical® service (provided by Marken) is available. Call 1-800-714-8779 or visit [marken.com](https://www.marken.com).

Friday Jan. 2

Normal UPS® pickup and delivery service.