

# VALLEY PROCESSING, INC.

Complete Payroll Services Since 1968 • Baltimore's Oldest Local Payroll Company

**March 24, 2020**

## **Payroll Assurance**

Dear Client,

It certainly is not business as usual for any of us. The Valley staff is committed to the continuity of service to all clients.

### **If Maryland goes under shelter in place:**

Our payroll and payroll tax systems are cloud based. We absolutely have tried and tested procedures to ensure your payroll will be processed on the day you submit. Our operators have the ability and are more than willing to process from their home. We have done it more than a few times over the years in major snowstorm, ice storms and hurricanes. On Thursday March 19, 2020 we spent the day operating under this scenario to refresh the staff and ensure their home computers had complete access. This testing went off without a glitch. Our plan will be to run a skeleton staff in the office, and we will have our operators online at home to process your payroll.

### **Delivery:**

Our couriers and our courier services are operational. USPS, UPS and FedEx are a few of our options at this point. These common carriers are considered essential. We do have other options. We can email your payroll and you write the checks. Full direct deposit and pay cards are another option.

**This office is going to run, and the Valley staff has a do whatever it takes attitude.**

### **Business Hours:**

Monday through Thursday, **no change:**

8:30 am until 5:00pm

We ask clients to submit hours by 3:00pm for same day processing and next day delivery.

Courier pick up and deliveries will be made at the regular times.

### **Modified only Friday hours:**

Friday:

8:30 am until 12:30pm.

We ask clients to submit hours by 11:00am for same day processing and next day delivery.

**810 Gleneagles Court, Suite 200 Towson, MD 21286-2236**

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[www.ValleyPayroll.com](http://www.ValleyPayroll.com)