



Hill Country Payroll Contact Information

Payroll Processing Support and Inquiries

(Payroll Submissions / Employee Adds, Changes, or Terms / Payroll Status)

Phone (830) 629-0900
 Email checks@hillcountrypayroll.com
 Fax (830) 608-0310

Additional Contact Information

Writ Baese writ@hillcountrypayroll.com
 Phone (512) 828-4800 or (830) 629-0900
 Website www.hillcountrypayroll.com

New Braunfels
 921 IH 35 South, Suite 203
 PO Box 311582
 New Braunfels, TX 78131

Round Rock
 1104 South Mays, Suite 220
 PO Box 696
 Round Rock, TX 78680

| Payroll Submitted by 11 AM | Payroll Shipped or Ready for Pick Up by 430 PM | Direct Deposit Availability* |
|-------------------------------|---|---------------------------------|
| Monday | Monday | Wednesday |
| Tuesday | Tuesday | Thursday |
| Wednesday | Wednesday | Friday |
| Thursday | Thursday | Monday |
| Friday | Friday | Tuesday |

* Direct Deposit Availability will be extended by one day if a Banking Holiday falls on or between the Payroll Submission Date and the Direct Deposit Availability Date.