

# Payroll Dates 2021



## Check Pick-up Information:

**Q: How do I know when I get paid for working?**

A: If you work between the “start date” and the “end date” you’ll get paid on the corresponding “pay date”.

**Q: When can I pick up my check?**

A: Paychecks are not available for pick up. If you don’t have direct deposit it will be placed in the mail on the following business day.

## On-Line Employee Information

**Q: What can I do on Paychex Flex?**

A: You can add or update your direct deposit information, update your W-4 and tax information, update your address, view your pay stubs and W2’s.

**Q: How do I register for Paychex Flex?**

A Visit [www.paychexflex.com](http://www.paychexflex.com) and click sign up.

**Q: Do I still need to contact the office to update my information?**

A: You no longer will need to send the office your direct deposit or tax information. Please update your address on Paychex Flex.

**Q: If I update my direct deposit, will my next paycheck go into my new account?**

A: All changes must be submitted by Sunday at 11:59 PM prior to the pay date. Any changes submitted after this time will not go into effect until the next pay date.

Start Date	End Date	Pay Date
December 19, 2020	January 1, 2021	January 8, 2021
January 2, 2021	January 15, 2021	January 22, 2021
January 16, 2021	January 29, 2021	February 5, 2021
January 30, 2021	February 12, 2021	February 19, 2021
February 13, 2021	February 26, 2021	March 5, 2021
February 27, 2021	March 12, 2021	March 19, 2021
March 13, 2021	March 26, 2021	April 2, 2021
March 27, 2021	April 9, 2021	April 16, 2021
April 10, 2021	April 23, 2021	April 30, 2021
April 24, 2021	May 7, 2021	May 14, 2021
May 8, 2021	May 21, 2021	May 28, 2021
May 22, 2021	June 4, 2021	June 11, 2021
June 5, 2021	June 18, 2021	June 25, 2021
June 19, 2021	July 2, 2021	July 9, 2021
July 3, 2021	July 16, 2021	July 23, 2021
July 17, 2021	July 30, 2021	August 6, 2021
July 31, 2021	August 13, 2021	August 20, 2021
August 14, 2021	August 27, 2021	September 3, 2021
August 28, 2021	September 10, 2021	September 17, 2021
September 11, 2021	September 24, 2021	October 1, 2021
September 25, 2021	October 8, 2021	October 15, 2021
October 9, 2021	October 22, 2021	October 29, 2021
October 23, 2021	November 5, 2021	November 12, 2021
November 6, 2021	November 19, 2021	November 26, 2021
November 20, 2021	December 3, 2021	December 10, 2021
December 4, 2021	December 17, 2021	December 24, 2021
December 18, 2021	December 31, 2021	January 7, 2022
January 1, 2022	January 14, 2022	January 21, 2022
January 15, 2022	January 28, 2022	February 4, 2022

Please update the S.A.F.E. office of any changes to your phone number, or email