



Payroll Dates 2021/2022



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

Check Pick-Up Information

Q: How do I know when I get paid or 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 available for pick up ONLY on the Friday "pay date" from 2:00 PM until 6:00 PM. If you don't pick it up on Friday, it will be mailed out to you on the following Monday. B: Paychecks will not be available for in person pick-up after January 15th. When in person pick-up begins again, we will notify you via email.

Q: Where can I pick my check up?

St. on the Pay Date. You MUST have your government issued ID to pick up your check.

Q: Can I have someone else pick up my paycheck for me?

A: No. You must be present and show a government issued photo ID to pick-up your check.

Direct Deposit/ Online Pay Stub Information

Q: What can I do on Paychex Flex?

A: You can add or update your Direct Deposit Information, update your W4 and tax information, update your address, view your pay stubs and W2s.

Q: How do I register for Paychex Flex?

A: Visit www.paychexflex.com and click sign-up.

Q: Should I register for Paychex Flex if I do not have direct deposit?

A: Yes! Everyone should register for Paychex Flex. You will be able to edit your tax information or address yourself though Paychex Flex.

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 updates. Please still email us at safeeventmd@safemanagement.net if you update your address, so we can update across all systems.

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 11:59pm prior to the pay date. Any changes submitted after this time will not go into effect until the next pay date.

