



Payroll Dates 2022/2023



Start Date	End Date	Pay Date
December 23, 2021	January 7, 2022	January 14, 2022
January 8, 2022	January 21, 2022	January 28, 2022
January 22, 2022	February 4, 2022	February 11, 2022
February 5, 2022	February 18, 2022	February 25, 2022
February 19, 2022	March 4, 2022	March 11, 2022
March 5, 2022	March 18, 2022	March 25, 2022
March 19, 2022	April 1, 2022	April 8, 2022
April 2, 2022	April 15, 2022	April 22, 2022
April 16, 2022	April 29, 2022	May 6, 2022
April 30, 2022	May 13, 2022	May 20, 2022
May 14, 2022	May 27, 2022	June 3, 2022
May 28, 2022	June 10, 2022	June 17, 2022
June 11, 2022	June 24, 2022	July 1, 2022
June 25, 2022	July 8, 2022	July 15, 2022
July 9, 2022	July 22, 2022	July 29, 2022
July 23, 2022	August 5, 2022	August 12, 2022
August 6, 2022	August 19, 2022	August 26, 2022
August 20, 2022	September 2, 2022	September 9, 2022
September 3, 2022	September 16, 2022	September 23, 2022
September 17, 2022	September 30, 2022	October 7, 2022
October 1, 2022	October 14, 2022	October 21, 2022
October 15, 2022	October 28, 2022	November 4, 2022
October 29, 2022	November 11, 2022	November 18, 2022
November 12, 2022	November 25, 2022	December 2, 2022
November 26, 2022	December 9, 2022	December 16, 2022
December 10, 2022	December 23, 2022	December 30, 2022
December 24, 2022	January 6, 2023	January 13, 2023

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 12:00 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.

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, tax information, or address updates. You will need to update the information through your Paychex Flex Account.

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.