

# Payroll Dates 2023



Start Date	End Date	Pay Date
December 31, 2022	January 13, 2023	January 20, 2023
January 14, 2023	January 27, 2023	February 3, 2023
January 28, 2023	February 10, 2023	February 17, 2023
February 11, 2023	February 24, 2023	March 3, 2023
February 25, 2023	March 10, 2023	March 17, 2023
March 11, 2023	March 24, 2023	March 31, 2023
March 25, 2023	April 7, 2023	April 14, 2023
April 8, 2023	April 21, 2023	April 28, 2023
April 22, 2023	May 5, 2023	May 12, 2023
May 6, 2023	May 19, 2023	May 26, 2023
May 20, 2023	June 2, 2023	June 9, 2023
June 3, 2023	June 16, 2023	June 23, 2023
June 17, 2023	June 30, 2023	July 7, 2023
July 1, 2023	July 14, 2023	July 21, 2023
July 15, 2023	July 28, 2023	August 4, 2023
July 29, 2023	August 11, 2023	August 18, 2023
August 12, 2023	August 25, 2023	September 1, 2023
August 26, 2023	September 8, 2023	September 15, 2023
September 9, 2023	September 22, 2023	September 29, 2023
September 23, 2023	October 6, 2023	October 13, 2023
October 7, 2023	October 20, 2023	October 27, 2023
October 21, 2023	November 3, 2023	November 10, 2023
November 4, 2023	November 17, 2023	November 24, 2023
November 18, 2023	December 1, 2023	December 8, 2023
December 2, 2023	December 15, 2023	December 22, 2023
December 16, 2023	December 29, 2023	January 5, 2024
December 30, 2023	January 12, 2024	January 19, 2024
January 13, 2024	January 26, 2024	February 2, 2024
January 27, 2024	February 9, 2024	February 16, 2024

## Check 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”.

## 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, but email the office so we can make sure our database is also updated.

**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.

**Q: What days do we get Holiday pay?**

A: New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.

**S.A.F.E. Management will no longer make changes to your Direct Deposit or Employee Information. All changes must be done by the employee via your Paychex Flex account**