



# Payroll Dates 2023/2024



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

### 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](http://www.paychexflex.com) and click sign-up.

**Q: Should I register for Paychex Flex if I do not have direct**  
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.