



# Payroll Dates 2024/2025



Start Date	End Date	Pay Date
December 23, 2023	January 5, 2024	January 12, 2024
January 6, 2024	January 19, 2024	January 26, 2024
January 20, 2024	February 2, 2024	February 9, 2024
February 3, 2024	February 16, 2024	February 23, 2024
February 17, 2024	March 1, 2024	March 8, 2024
March 2, 2024	March 15, 2024	March 22, 2024
March 16, 2024	March 29, 2024	April 5, 2024
March 30, 2024	April 12, 2024	April 19, 2024
April 13, 2024	April 26, 2024	May 3, 2024
April 27, 2024	May 10, 2025	May 17, 2024
May 11, 2024	May 24, 2024	May 31, 2024
May 25, 2024	June 7, 2024	June 14, 2024
June 8, 2024	June 21, 2024	June 28, 2024
June 22, 2024	July 5, 2024	July 12, 2024
July 6, 2024	July 19, 2024	July 26, 2024
July 20, 2024	August 2, 2024	August 9, 2024
August 3, 2024	August 16, 2024	August 23, 2024
August 17, 2024	August 30, 2024	September 6, 2024
August 31, 2024	September 13, 2024	September 20, 2024
September 14, 2024	September 27, 2024	October 4, 2024
September 28, 2024	October 11, 2024	October 18, 2024
October 12, 2024	October 25, 2024	November 1, 2024
October 26, 2024	November 8, 2024	November 15, 2024
November 9, 2024	November 22, 2024	November 29, 2024
November 23, 2024	December 6, 2024	December 13, 2024
December 7, 2024	December 20, 2024	December 27, 2024
December 21, 2024	January 3, 2024	January 10, 2025

### 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.