

# Payroll Dates 2019/2020



Start Date	End Date	Pay Date
December 15, 2018	December 28, 2018	January 4, 2019
December 29, 2019	January 11, 2019	January 18, 2019
January 12, 2019	January 25, 2019	February 1, 2019
January 26, 2019	February 8, 2019	February 15, 2019
February 9, 2019	February 22, 2019	March 1, 2019
February 23, 2019	March 8, 2019	March 15, 2019
March 9, 2019	March 22, 2019	March 29, 2019
March 23, 2019	April 5, 2019	April 12, 2019
April 6, 2019	April 19, 2019	April 26, 2019
April 20, 2019	May 3, 2019	May 10, 2019
May 4, 2019	May 17, 2019	May 24, 2019
May 18, 2019	May 31, 2019	June 7, 2019
June 1, 2019	June 14, 2019	June 21, 2019
June 15, 2019	June 28, 2019	July 5, 2019
June 29, 2019	July 12, 2019	July 19, 2019
July 13, 2019	July 26, 2019	August 2, 2019
July 27, 2019	August 9, 2019	August 16, 2019
August 10, 2019	August 23, 2019	August 30, 2019
August 24, 2019	September 6, 2019	September 13, 2019
September 7, 2019	September 20, 2019	September 27, 2019
September 21, 2019	October 4, 2019	October 11, 2019
October 5, 2019	October 18, 2019	October 25, 2019
October 19, 2019	November 1, 2019	November 8, 2019
November 2, 2019	November 15, 2019	November 22, 2019
November 16, 2019	November 29, 2019	December 6, 2019
November 30, 2019	December 13, 2019	December 20, 2019
December 14, 2018	December 27, 2018	January 3, 2020

## Check Pick-up 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**”.

### **Q: When can I pick up my check?**

A: Paychecks are available for pick up **ONLY** on the Friday “pay date” from **10:00 AM until 4:00 PM**. If you don’t pick it up on Friday it will be mailed out on the following Monday.

### **Q: Where can I pick my check up?**

A: You can pick your check up at Gate 1 on Pay Date. If you need to park, you can park in the M Lot across Northside Drive.

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

A: All employees must pick-up their own paycheck on the date provided or it will be mailed to the address we have on file.

### **Q: Do I need anything in order to pick up my check?**

A: Yes, you will need to provide a government issued photo ID.

**Web Address:** <https://eservices.paychex.com/secure>

**Company ID:** 0450 – F341

**Username:** First initial of your first name and your entire last name (for example, jsmith)

**Password:** Your initial password is the first initial of your first name combined with the first initial of your last name, both capitalized, and the last four digits of your Social Security number (for example, using John Smith with a Social Security number of XXX-XX-1234, the password would be JS123). After logging in for the first time, change your password. Write your new password down and keep it stored safely. If you forget your password, please email the SAFE office to have it reset.

**Please update the S.A.F.E. office by email of any changes to your mailing address, phone number, or email!**