

# Payroll Dates 2020



Start Date	End Date	Pay Date
December 21, 2019	January 3, 2020	January 10, 2020
January 4, 2020	January 17, 2020	January 24, 2020
January 18, 2020	January 31, 2020	February 7, 2020
February 1, 2020	February 14, 2020	February 21, 2020
February 15, 2020	February 28, 2020	March 6, 2020
February 29, 2020	March 13, 2020	March 20, 2020
March 14, 2020	March 27, 2020	April 3, 2020
March 28, 2020	April 10, 2020	April 17, 2020
April 11, 2020	April 24, 2020	May 1, 2020
April 25, 2020	May 8, 2020	May 15, 2020
May 9, 2020	May 22, 2020	May 29, 2020
May 23, 2020	June 5, 2020	June 12, 2020
June 6, 2020	June 19, 2020	June 26, 2020
June 20, 2020	July 3, 2020	July 10, 2020
July 4, 2020	July 17, 2020	July 24, 2020
July 18, 2020	July 31, 2020	August 7, 2020
August 1, 2020	August 14, 2020	August 21, 2020
August 15, 2020	August 28, 2020	September 4, 2020
August 29, 2020	September 11, 2020	September 18, 2020
September 12, 2020	September 25, 2020	October 2, 2020
September 26, 2020	October 9, 2020	October 16, 2020
October 10, 2020	October 23, 2020	October 30, 2020
October 24, 2020	November 6, 2020	November 13, 2020
November 7, 2020	November 20, 2020	November 27, 2020
November 21, 2020	December 4, 2020	December 11, 2020
December 5, 2020	December 18, 2020	December 25, 2020
December 19, 2020	January 1, 2021	January 8, 2021
January 2, 2021	January 15, 2021	January 22, 2021
January 16, 2021	January 29, 2021	February 5, 2021

## 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 **9:00 a.m. until 5:00 p.m.** If you don’t pick it up on Friday it will be placed in the mail on the following business day.

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

A: For events on the Major Event schedule, checks will be/are distributed on the East side of the stadium at the Insight Club Entrance (Look for the Big “E”).

A: For all other events, checks will be/are distributed at the Administrative Entrance (Between Flag poles).

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

A: Effective January 1, 2014 we will no longer be able to accept verbal or written permission to pick up another employee’s paycheck. 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 or Stadium ID Badge.

## 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.

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