

# 2024 Payroll Dates & Information

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**When is payday?** S.C. Swiderski employees are paid on a bi-weekly basis on Friday. See schedule below.

**How is payroll distributed?** Paystubs are available electronically through your Paylocity account.

**What if I have questions about my Paylocity account?** Reach out to Human Resources

**What if I need to change my federal withholdings, state withholdings and/or direct deposit?**  
 Withholdings and direct deposit bank information can be changed at any time and as often as needed. These changes can be made through your Paylocity account via desktop or mobile app.

**Name changes & changes to personal information:** Changes can be done through your Paylocity app.

**For full-time employees, how much vacation do I have available?** Your vacation (PTO) balance is available in Paylocity. Be sure to submit your vacation and time off requests through Paylocity.

**Employment Status Change:** If your employment with S.C. Swiderski ends be sure to keep us updated with any address & name changes you may have through the end of year to ensure you receive year-end tax documentation.

**Questions?** Accounting Department: [payroll@scswiderski.com](mailto:payroll@scswiderski.com) or call Accounting at 715-693-7869.  
 Human Resources Department: [hr@scswiderski.com](mailto:hr@scswiderski.com) or call Human Resources at 715-693-7831.

### 2024 Payroll Weeks & Paydays

Work Week	Paydate	Work Week	Paydate
12/23/2023-1/5/2024	1/12/2024	6/22/2024-7/5/2024	7/12/2024
1/6/2024-1/19/2024	1/26/2024	7/6/2024-7/19/2024	7/26/2024
1/20/2024-2/2/2024	2/9/2024	7/20/2024-8/2/2024	8/9/2024
2/3/2024-2/16/2024	2/23/2024	8/3/2024-8/16/2024	8/23/2024
2/17/2024-3/1/2024	3/8/2024	8/17/2024-8/30/2024	9/6/2024
3/2/2024-3/15/2024	3/22/2024	8/31/2024-9/13/2024	9/20/2024
3/16/2024-3/29/2024	4/5/2024	9/14/2024-9/27/2024	10/4/2024
3/30/2024-4/12/2024	4/19/2024	9/28/2024-10/11/2024	10/18/2024
4/13/2024-4/26/2024	5/3/2024	10/12/2024-10/25/2024	11/1/2024
4/27/2024-5/10/2024	5/17/2024	10/26/2024-11/8/2024	11/15/2024
5/11/2024-5/24/2024	5/31/2024	11/9/2024-11/22/2024	11/29/2024
5/25/2024-6/7/2024	6/14/2024	11/23/2024-12/06/2024	12/13/2024
6/8/2024-6/21/2024	6/28/2024	12/7/2024-12/20/2024	12/27/2024
		12/21/2024-1/3/2024	1/10/2025