



## 2017-2018 Payroll Schedule

ESC of Central Ohio and ESC Council of Governments

	Period Start Date	Period End Date	DEADLINE for Approved Payroll Documents by 9 a.m.	Pay Date
1	08/06/17	08/20/17	08/21/17	09/05/17
2	08/21/17	09/05/17	09/06/17	09/20/17
3	09/06/17	09/20/17	09/21/17	10/05/17
4	09/21/17	10/05/17	10/06/17	10/20/17
5	10/06/17	10/20/17	10/23/17	11/03/17
6	10/21/17	11/05/17	11/06/17	11/20/17
7	11/06/17	11/20/17	11/21/17	12/05/17
8	11/21/17	12/05/17	12/06/17	12/20/17
9	12/06/17	12/20/17	12/21/17	01/05/18
10	12/21/17	01/05/18	01/08/18	01/19/18
11	01/06/18	01/20/18	01/22/18	02/05/18
12	01/21/18	02/05/18	02/06/18	02/20/18
13	02/06/18	02/20/18	02/21/18	03/05/18
14	02/21/18	03/05/18	03/06/18	03/20/18
15	03/06/18	03/20/18	03/21/18	04/05/18
16	03/21/18	04/05/18	04/06/18	04/20/18
17	04/06/18	04/20/18	04/23/18	05/04/18
18	04/21/18	05/05/18	05/07/18	05/18/18
19	05/06/18	05/20/18	05/21/18	06/05/18
20	05/21/18	06/05/18	06/06/18	06/20/18
21	06/06/18	06/20/18	06/21/18	07/05/18
22	06/21/18	07/05/18	07/06/18	07/20/18
23	07/06/18	07/20/18	07/23/18	08/03/18
24	07/21/18	08/05/18	08/06/18	08/20/18

### Important Information:

- Approved/Signed Timesheets are to be submitted as the schedule above indicates for timesheet employees.**
  - \* All timesheets should be emailed to [timesheets@escco.org](mailto:timesheets@escco.org).
- Employees eligible for Leave benefits must enter all absences in AESOP WITHIN the pay period the absence occurred. Failure to enter absences in a timely manner could result in disciplinary action and/or wages being docked.**
  - \* If you do not have an AESOP account, be sure to contact the ESC Help Desk at 614-542-4159. Also, complete a *Request and Authorization for Leave* form until your account can be set up.
  - \* Leave forms should be emailed to [humanresources@escco.org](mailto:humanresources@escco.org)
- Your direct deposit statement shows which company (ESC or COG) employs you and shows your leave balances. Please allow for a three week lag for leave posting.**
  - \* Note: AESOP will not be used to track any leave balance.
  - \* Employee Access Center – COG employees can access pay stub notices and other info
- Payroll questions may be emailed to:**

ESC Employees: [escpayroll@escco.org](mailto:escpayroll@escco.org)

COG Employees: [cogpayroll@escco.org](mailto:cogpayroll@escco.org)