



2018-2019 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	08/06/18	08/20/18	08/21/18	09/05/18
2	08/21/18	09/05/18	09/06/18	09/20/18
3	09/06/18	09/20/18	09/21/18	10/05/18
4	09/21/18	10/05/18	10/08/18	10/19/18
5	10/06/18	10/20/18	10/22/18	11/05/18
6	10/21/18	11/05/18	11/06/18	11/20/18
7	11/06/18	11/20/18	11/21/18	12/05/18
8	11/21/18	12/05/18	12/06/18	12/20/18
9	12/06/18	12/20/18	12/21/18	01/04/19
10	12/21/18	01/05/19	01/07/19	01/18/19
11	01/06/19	01/20/19	01/21/19	02/05/19
12	01/21/19	02/05/19	02/06/19	02/20/19
13	02/06/19	02/20/19	02/21/19	03/05/19
14	02/21/19	03/05/19	03/06/19	03/20/19
15	03/06/19	03/20/19	03/21/19	04/05/19
16	03/21/19	04/05/19	04/08/19	04/19/19
17	04/06/19	04/20/19	04/22/19	05/03/19
18	04/21/19	05/05/19	05/06/19	05/20/19
19	05/06/19	05/20/19	05/21/19	06/05/19
20	05/21/19	06/05/19	06/06/19	06/20/19
21	06/06/19	06/20/19	06/21/19	07/05/19
22	06/21/19	07/05/19	07/08/19	07/19/19
23	07/06/19	07/20/19	07/22/19	08/05/19
24	07/21/19	08/05/19	08/06/19	08/20/19

Important Information:

- Approved/Signed Timesheets are to be submitted as the schedule above indicates for timesheet employees.**
 - * All timesheets should be emailed to timesheets@escoco.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@escoco.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@escoco.org

COG Employees: cogpayroll@escoco.org