



## 2021-2022 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	08/06/21	08/20/21	08/23/21	09/03/21
2	08/21/21	09/05/21	09/07/21	09/20/21
3	09/06/21	09/20/21	09/21/21	10/05/21
4	09/21/21	10/05/21	10/06/21	10/20/21
5	10/06/21	10/20/21	10/21/21	11/05/21
6	10/21/21	11/05/21	11/08/21	11/19/21
7	11/06/21	11/20/21	11/22/21	12/03/21
8	11/21/21	12/05/21	12/06/21	12/20/21
9	12/06/21	12/20/21	12/21/21	01/05/22
10	12/21/21	01/05/22	01/06/22	01/20/22
11	01/06/22	01/20/22	01/21/22	02/04/22
12	01/21/22	02/05/22	02/07/22	02/18/22
13	02/06/22	02/20/22	02/22/22	03/04/22
14	02/21/22	03/05/22	03/07/22	03/18/22
15	03/06/22	03/20/22	03/21/22	04/05/22
16	03/21/22	04/05/22	04/06/22	04/20/22
17	04/06/22	04/20/22	04/21/22	05/05/22
18	04/21/22	05/05/22	05/06/22	05/20/22
19	05/06/22	05/20/22	05/23/22	06/03/22
20	05/21/22	06/05/22	06/06/22	06/20/22
21	06/06/22	06/20/22	06/21/22	07/05/22
22	06/21/22	07/05/22	07/06/22	07/20/22
23	07/06/22	07/20/22	07/21/22	08/05/22
24	07/21/22	08/05/22	08/08/22	08/19/22

### 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](mailto: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](mailto: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](mailto:escpayroll@escoco.org)

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