



2023-2024 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	08/06/23	08/20/23	08/21/23	09/05/23
2	08/21/23	09/05/23	09/06/23	09/20/23
3	09/06/23	09/20/23	09/21/23	10/05/23
4	09/21/23	10/05/23	10/06/23	10/20/23
5	10/06/23	10/20/23	10/23/23	11/03/23
6	10/21/23	11/05/23	11/06/23	11/20/23
7	11/06/23	11/20/23	11/21/23	12/05/23
8	11/21/23	12/05/23	12/06/23	12/20/23
9	12/06/23	12/20/23	12/21/23	01/05/24
10	12/21/23	01/05/24	01/08/24	01/19/24
11	01/06/24	01/20/24	01/22/24	02/05/24
12	01/21/24	02/05/24	02/06/24	02/20/24
13	02/06/24	02/20/24	02/21/24	03/05/24
14	02/21/24	03/05/24	03/06/24	03/20/24
15	03/06/24	03/20/24	03/21/24	04/05/24
16	03/21/24	04/05/24	04/08/24	04/19/24
17	04/06/24	04/20/24	04/22/24	05/03/24
18	04/21/24	05/05/24	05/06/24	05/20/24
19	05/06/24	05/20/24	05/21/24	06/05/24
20	05/21/24	06/05/24	06/06/24	06/20/24
23	06/06/24	06/20/24	06/21/24	07/05/24
23	06/21/24	07/05/24	07/08/24	07/19/24
23	07/06/24	07/20/24	07/22/24	08/05/24
24	07/21/24	08/05/24	08/06/24	08/20/24

Important Information:

1. **Approved/Signed Timesheets are to be submitted as the schedule above indicates for timesheet employees.**

* All timesheets should be emailed to timesheets@escco.org.

2. **Employees eligible for Leave benefits must enter all absences in Frontline Absence Management/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 Absence Management 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

3. **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: Absence Management will not be used to track any leave balance.

* Employee Access Center – employees can access pay stub notices and other info

4. **Payroll questions may be emailed to:**

ESC Employees: escpayroll@escco.org

COG Employees: cogpayroll@escco.org