



# 2024-2025 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	08/06/24	08/20/24	08/21/24	09/05/24
2	08/21/24	09/05/24	09/06/24	09/20/24
3	09/06/24	09/20/24	09/23/24	10/04/24
4	09/21/24	10/05/24	10/07/24	10/18/24
5	10/06/24	10/20/24	10/21/24	11/05/24
6	10/21/24	11/05/24	11/06/24	11/20/24
7	11/06/24	11/20/24	11/21/24	12/05/24
8	11/21/24	12/05/24	12/06/24	12/20/24
9	12/06/24	12/20/24	12/23/24	01/03/25
10	12/21/24	01/05/25	01/06/25	01/17/25
11	01/06/25	01/20/25	01/21/25	02/05/25
12	01/21/25	02/05/25	02/06/25	02/20/25
13	02/06/25	02/20/25	02/21/25	03/05/25
14	02/21/25	03/05/25	03/06/25	03/20/25
15	03/06/25	03/20/25	03/21/25	04/04/25
16	03/21/25	04/05/25	04/07/25	04/18/25
17	04/06/25	04/20/25	04/21/25	05/05/25
18	04/21/25	05/05/25	05/06/25	05/20/25
19	05/06/25	05/20/25	05/21/25	06/05/25
20	05/21/25	06/05/25	06/06/25	06/20/25
21	06/06/25	06/20/25	06/23/25	07/03/25
22	06/21/25	07/05/25	07/07/25	07/18/25
23	07/06/25	07/20/25	07/21/25	08/05/25
24	07/21/25	08/05/25	08/06/25	08/20/25

### 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@escoco.org](mailto:timesheets@escoco.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 [melissa.radde@escoco.org](mailto:melissa.radde@escoco.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@escoco.org](mailto:escpayroll@escoco.org)

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