



SOUTHWEST OHIO COUNCIL OF GOVERNMENTS

2023-2024 Payroll Schedule

<u>PAY PERIOD</u>	<u>PAYDATE</u>	<u>TIMESHEETS DUE</u>
08-10-23 - 08-24-23	09-11-23	08-24-23
08-25-23 - 09-09-23	09-25-23	09-09-23
09-10-23 - 09-24-23	10-10-23	09-24-23
09-25-23 - 10-09-23	10-25-23	10-09-23
10-10-23 - 10-24-23	11-09-23	10-24-23
10-25-23 - 11-09-23	11-24-23	11-09-23
11-10-23 - 11-24-23	12-11-23	11-24-23
11-25-23 - 12-09-23	12-26-23	12-09-23
12-10-23 - 12-24-23	01-10-24	12-24-23
12-25-23 - 01-09-24	01-25-24	01-09-24
01-10-24 - 01-24-24	02-09-24	01-24-24
01-25-24 - 02-09-24	02-26-24	02-09-24
02-10-24 - 02-24-24	03-11-24	02-24-24
02-25-24 - 03-09-24	03-25-24	03-09-24
03-10-24 - 03-24-24	04-10-24	03-24-24
03-25-24 - 04-09-24	04-25-24	04-09-24
04-10-24 - 04-24-24	05-10-24	04-24-24
04-25-24 - 05-09-24	05-24-24	05-09-24
05-10-24 - 05-24-24	06-10-24	05-24-24
05-25-24 - 06-09-24	06-25-24	06-09-24
06-10-24 - 06-24-24	07-10-24	06-24-24
06-25-24 - 07-09-24	07-25-24	07-09-24
07-10-24 - 07-24-24	08-09-24	07-24-24
07-25-24 - 08-09-24	08-26-24	08-09-24

District payroll information will be pulled from Absence Management on the **TIMESHEETS DUE date**. Any changes or corrections received after the payroll due date will need to be emailed as soon as possible to **Julie Prack** at Julie.Prack@warrencountyesc.com and will be processed on the next pay.

NOTE TO BUILDING SECRETARIES AND DISTRICT ADMINISTRATIVE STAFF:
 PLEASE BE SURE TO PUT IN **ALL DAYS** WORKED FOR THAT PAY PERIOD **BEFORE THE TIMESHEETS DUE DATE**. FAILURE TO DO SO WILL CAUSE THE EMPLOYEE TO NOT BE PAID UNTIL THE FOLLOWING PAY DATE.

Thank you in advance for your cooperation and compliance to these guidelines. It allows all of us to have a smoother and pleasant school year!