



EXHIBIT C
SOUTHWEST OHIO COUNCIL OF GOVERNMENTS
2024-2025 Payroll Schedule

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

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!