



SOUTHWEST OHIO COUNCIL OF GOVERNMENTS *2018-2019 Payroll Schedule*

<u>PAY PERIOD</u>	<u>PAYDATE</u>	<u>PAYROLL DUE</u>
08-11-18 - 08-24-18	09-10-18	08-24-18
08-25-18 - 09-10-18	09-25-18	09-10-18
09-11-18 - 09-25-18	10-10-18	09-25-18
09-26-18 - 10-10-18	10-25-18	10-10-18
10-11-18 - 10-25-18	11-09-18	10-25-18
10-26-18 - 11-09-18	11-26-18	11-09-18
11-10-18 - 11-26-18	12-10-18	11-26-18
11-27-18 - 12-10-18	12-24-18	12-10-18
12-11-18 - 12-24-18	01-10-19	12-24-18
12-25-18 - 01-10-19	01-25-19	01-10-19
01-11-19 - 01-25-19	02-11-19	01-25-19
01-26-19 - 02-11-19	02-25-19	02-11-19
02-12-19 - 02-25-19	03-11-19	02-25-19
02-26-19 - 03-11-19	03-25-19	03-11-19
03-12-19 - 03-25-19	04-10-19	03-25-19
03-26-19 - 04-10-19	04-25-19	04-10-19
04-11-19 - 04-25-19	05-10-19	04-25-19
04-26-19 - 05-10-19	05-24-19	05-10-19
05-11-19 - 05-24-19	06-10-19	05-24-19
05-25-19 - 06-10-19	06-25-19	06-10-19
06-11-19 - 06-25-19	07-10-19	06-25-19
06-26-19 - 07-10-19	07-25-19	07-10-19
07-11-19 - 07-25-19	08-09-19	07-25-19
07-26-19 - 08-09-19	08-26-19	08-09-19

District payroll information will be pulled from Absence Management on the **PAYROLL DUE date**. Any changes or corrections received after the payroll due date will need to be emailed as soon as possible to **Julie Blackburn** at julie.blackburn@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 PAYROLL 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!

Turn Over