

**OHIO VALLEY ESC
PAYROLL SCHEDULE
2020-2021**

PAY PERIOD*	DUE DATE*	PAY DATE
06/16/20 - 06/30/20	July 6, 2020	July 15, 2020
07/01/20 - 07/15/20	July 20, 2020	July 31, 2020
07/16/20 – 07/31/20	August 5, 2020	August 14, 2020
08/01/20 – 08/15/20	August 20, 2020	August 31, 2020
08/16/20 – 08/31/20	September 4, 2020	September 15, 2020
09/01/20 – 09/15/20	September 21, 2020	September 30, 2020
09/16/20 – 09/30/20	October 5, 2020	October 15, 2020
10/01/20 – 10/15/20	October 20, 2020	October 30, 2020
10/16/20 – 10/31/20	November 5, 2020	November 13, 2020
11/01/20 – 11/15/20	November 17, 2020	November 30, 2020
11/16/20 – 11/30/20	December 4, 2020	December 15, 2020
12/01/20 – 12/15/20	December 16, 2020	December 31, 2020
12/16/20 – 12/31/20	January 5, 2021	January 15, 2021
01/01/21 – 01/15/21	January 20, 2021	January 29, 2021
01/16/21 – 01/31/21	February 5, 2021	February 15, 2021
02/01/21 – 02/15/21	February 19, 2021	February 26, 2021
02/16/21 – 02/28/21	March 5, 2021	March 15, 2021
03/01/21 – 03/15/21	March 20, 2021	March 31, 2021
03/16/21 – 03/31/21	April 5, 2020	April 15, 2021
04/01/21 – 04/15/21	April 20, 2021	April 30, 2021
04/16/21 – 04/30/21	May 5, 2021	May 14, 2021
05/01/21 – 05/15/21	May 20, 2021	May 28, 2021
05/16/21 – 05/31/21	June 4, 2021	June 15, 2021
06/01/21 – 06/15/21	June 21, 2021	June 30, 2021

The pay periods and due dates are for timesheets, sick leave and personal leave forms and for any salaried staff to submit their leave requests in Kiosk. This is the date due to payroll so please allow extra time for supervisors to approve before it is due to payroll.

For the purposes of calculating overtime, a work week will begin Monday at 12:00 am and end Sunday at 11:59 pm

*** PLEASE NOTE! Due to the Thanksgiving and Christmas holidays, payroll needs to be processed earlier making all timesheets and Kiosk leave requests due a few days earlier.**