

**OHIO VALLEY ESC
PAYROLL SCHEDULE
2021-2022**

PAY PERIOD*	DUE DATE*	PAY DATE
06/16/21 - 06/30/21	July 5, 2021	July 15, 2021
07/01/21 - 07/15/21	July 20, 2021	July 30, 2021
07/16/21 – 07/31/21	August 5, 2021	August 13, 2021
08/01/21 – 08/15/21	August 20, 2021	August 31, 2021
08/16/21 – 08/31/21	September 3, 2021	September 15, 2021
09/01/21 – 09/15/21	September 20, 2021	September 30, 2021
09/16/21 – 09/30/21	October 5, 2021	October 15, 2021
10/01/21 – 10/15/21	October 20, 2021	October 29, 2021
10/16/21 – 10/31/21	November 5, 2021	November 15, 2021
11/01/21 – 11/15/21	November 17, 2021	November 30, 2021
11/16/21 – 11/30/21	December 3, 2021	December 15, 2021
12/01/21 – 12/15/21	December 16, 2021	December 30, 2021
12/16/21 – 12/31/21	January 5, 2022	January 14, 2022
01/01/22 – 01/15/22	January 20, 2022	January 31, 2022
01/16/22 – 01/31/22	February 4, 2022	February 15, 2022
02/01/22 – 02/15/22	February 18, 2022	February 28, 2022
02/16/22 – 02/28/22	March 4, 2022	March 15, 2022
03/01/22 – 03/15/22	March 18, 2022	March 31, 2022
03/16/22 – 03/31/22	April 5, 2022	April 15, 2022
04/01/22 – 04/15/22	April 20, 2022	April 29, 2022
04/16/22 – 04/30/22	May 5, 2022	May 13, 2022
05/01/22 – 05/15/22	May 20, 2022	May 31, 2022
05/16/22 – 05/31/22	June 3, 2022	June 15, 2022
06/01/22 – 06/15/22	June 20, 2022	June 30, 2022

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.**