



**SCSEP  
PAYROLL SCHEDULE**

388 S Main St, Ste. 325 Akron, OH 44311  
7/1/23 thru 6/30/24

PAYROLL PERIOD		TIME SHEET	ACTUAL
Beg Date	End Date	DUE DATE	PAY DATE
07/1/2023	7/7/2023	7/10/2023	7/21/2023
7/8/2023	7/21/2023	7/24/2023	8/4/2023
7/22/2023	8/4/2023	8/7/2023	8/18/2023
8/5/2023	8/18/2023	8/21/2023	9/1/2023
8/19/2023	9/1/2023	9/5/2023	9/15/2023
9/2/2023	9/15/2023	9/18/2023	9/29/2023
9/16/2023	9/29/2023	10/2/2023	10/13/2023
9/30/2023	10/13/2023	10/16/2023	10/27/2023
10/14/2023	10/27/2023	10/30/2023	11/10/2023
10/28/2023	11/10/2023	11/13/2023	11/24/2023
11/11/2023	11/24/2023	11/27/2023	12/8/2023
11/25/2023	12/8/2023	12/11/2023	12/22/2023
12/9/2023	12/22/2023	12/22/2023	1/5/2024
12/23/2023	1/5/2024	1/8/2024	1/19/2024
1/6/2024	1/19/2024	1/22/2024	2/2/2024
1/20/2024	2/2/2024	2/5/2024	2/16/2024
2/3/2024	2/16/2024	2/19/2024	3/1/2024
2/17/2024	3/1/2024	3/4/2024	3/15/2024
3/2/2024	3/15/2024	3/18/2024	3/29/2024
3/16/2024	3/29/2024	4/1/2024	4/12/2024
3/30/2024	4/12/2024	4/15/2024	4/26/2024
4/13/2024	4/26/2024	4/29/2024	5/10/2024
4/27/2024	5/10/2024	5/13/2024	5/24/2024
5/11/2024	5/24/2024	5/28/2024	6/7/2024
5/25/2024	6/7/2024	6/10/2024	6/21/2024
6/8/2024	6/21/2024	6/24/2024	7/5/2024

7/4 Holiday - Agency closed

**\*\*Tuesday Due Date  
(Monday Holiday)**

9/4 Holiday - Agency Closed

**Pay Day on Friday/banks open**

11/23 & 11/24 Holidays - Agency Closed

**\*\*EARLY Friday due date due to  
Christmas Holiday closure**

12/25 Christmas Eve & 12/26 Christmas observed; 01/01 & 01/02/2024 New Year's Eve/Day observed - Agency Closed

1/15 Holiday - Agency Closed

**\*\*Tuesday Due Date  
(Monday Holiday)**

5/27 Holiday - Agency Closed

**All time sheets must be received no later than 5:00 PM on the Monday following the end date of the payroll period. Timesheets can be faxed to (330) 535-2253 or emailed to [payroll@vantageaging.org](mailto:payroll@vantageaging.org)**

**So we can make sure you receive your pay check on time, please make sure to submit your time sheet by the due date!**

**Please remember that hours worked on legal holidays need to be initialed by your supervisor.**