



# GEAUGA COUNTY BOARD OF COMMISSIONERS

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**DEPARTMENT OF JOB AND FAMILY SERVICES**  
12480 Ravenwood Drive, P.O. Box 309, Chardon, Ohio 44024

*Craig A. Swenson,*  
*Executive Director*

## **Summer Youth Employment Program (SYEP)** **Participant Pay Schedule** (Updated 7/22/15)

<b>Pay Period Begins-Sun</b>	<b>Pay Period Ends-Sat</b>	<b>Time Sheets Due-Mon*</b>	<b>Pay Date-Fri</b>
05/10/2015	05/23/2015	05/26/2015	05/29/2015**
05/24/2015	06/06/2015	06/09/2015	06/12/2015
06/07/2015	06/20/2015	06/23/2015	06/26/2015
06/21/2015	07/04/2015	07/07/2015	07/10/2015
07/05/2015	07/18/2015	07/20/2015	07/24/2015
07/19/2015	08/01/2015	08/03/2015	08/07/2015
08/02/2015	08/15/2015	08/17/2015	08/21/2015
08/16/2015	08/29/2015	08/31/2015	09/04/2015
08/30/2015	09/12/2015	09/14/2015	09/18/2015
09/13/2015	09/26/2015	09/28/2015	10/02/2015
09/27/2015	09/30/2015	10/12/15	10/16/2015

- Time Sheets Due column is the last day that time sheets will be accepted at the GCJFS for submission to the payroll company for timely execution of the paycheck for the employee.
- Final paychecks and/or stubs will be mailed to the SYEP employee at the last known address or in most cases the address on their initial application.
- \* Note: Although technically due on Tuesday, Time Sheets would ideally be submitted at the end of day Monday following the end of a pay cycle.
- \*\* Note: The first pay period will have partial hours (and therefore pay) submitted because the program starts on 5/15, which is a mid-pay cycle Friday.

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