

EXEMPT TIME CALENDAR - 2021

LV Period	Payroll	Calendar Days Covered		Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
		From	To					
MN12	MN01	12/01/20	12/31/20	01/04/21	01/05/21	1/31/21	January	12/31/2020
MN01	MN02	01/01/21	01/31/21	02/01/21	02/02/21	2/28/21	February	01/31/2021
MN02	MN03	02/01/21	02/28/21	03/01/21	03/02/21	3/31/21	March	02/28/2021
MN03	MN04	03/01/21	03/31/21	04/01/21	04/05/21	4/30/21	April	03/31/2021
MN04	MN05	04/01/21	04/30/21	05/03/21	05/04/21	5/29/21	May	04/30/2021
MN05	MN06	05/01/21	05/31/21	06/01/21	06/02/21	6/30/21	June	05/31/2021
MN06	MN07	06/01/21	06/30/21	07/01/21	07/02/21	7/31/21	July	06/30/2021
MN07	MN08	07/01/21	07/31/21	08/02/21	08/03/21	8/31/21	August	07/31/2021
MN08	MN09	08/01/21	08/31/21	09/01/21	09/02/21	9/30/21	September	08/31/2021
MN09	MN10	09/01/21	09/30/21	10/01/21	10/04/21	10/31/21	October	09/30/2021
MN10	MN11	10/01/21	10/31/21	11/01/21	11/02/21	11/30/21	November	10/31/2021
MN11	MN12	11/01/21	11/30/21	12/01/21	12/02/21	Payday	December	11/30/2021
MN12	MN01	12/01/21	12/31/21	01/04/22	01/05/22	1/29/22	January	12/31/2021

LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll when leave will process
From/To	Actual Calendar Dates in Period
Submit Deadline	Date that system cuts off for employee time entry for period
Approve Deadline	Date that system cuts off for approvers for period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance
LvTaken Thru	The date thru which leave taken or comp time accrued is included in the new balance