

Exempt Time Calendar - 2017



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	12/01/2016	12/31/2016	01/03/2017	1/4/2017	January 25	January	12/31/2016
MN01	MN02	01/01/2017	01/31/2017	02/01/2017	2/2/2017	February 25	February	01/31/2017
MN02	MN03	02/01/2017	02/29/2017	03/01/2017	3/2/2017	March 25	March	02/29/2017
MN03	MN04	03/01/2017	03/31/2017	04/03/2017	4/4/2017	April 25	April	03/31/2017
MN04	MN05	04/01/2017	04/30/2017	05/01/2017	5/2/2017	May 25	May	04/30/2017
MN05	MN06	05/01/2017	05/31/2017	06/01/2017	6/2/2017	June 25	June	05/31/2017
MN06	MN07	06/01/2017	06/30/2017	07/03/2017	7/5/2017	July 25	July	06/30/2017
MN07	MN08	07/01/2017	07/31/2017	08/01/2017	8/2/2017	August 25	August	07/31/2017
MN08	MN09	08/01/2017	08/31/2017	09/01/2017	9/5/2017	September 25	September	08/31/2017
MN09	MN10	09/01/2017	09/30/2017	10/02/2017	10/3/2017	October 25	October	09/30/2017
MN10	MN11	10/01/2017	10/31/2017	11/01/2017	11/2/2017	November 25	November	10/31/2017
MN11	MN12	11/01/2017	11/30/2017	12/01/2017	12/4/2017	December 25	December	11/30/2017
MN12	MN01	12/01/2017	12/31/2017	01/02/2018	1/3/2018	January 25	January	12/31/2017

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 Thur	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