

## MOVE TIME CALENDAR - 2018

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	12/01/17	12/31/17	01/02/18	01/03/18	January 25	January	12/31/2017
MN01	MN02	01/01/18	01/31/18	02/01/18	02/02/18	February 25	February	01/31/2018
MN02	MN03	02/01/18	02/28/18	03/01/18	03/02/18	March 25	March	02/28/2018
MN03	MN04	03/01/18	03/31/18	04/02/18	04/03/18	April 25	April	03/31/2018
MN04	MN05	04/01/18	04/30/18	05/01/18	05/02/18	May 25	May	04/30/2018
MN05	MN06	05/01/18	05/31/18	06/01/18	06/04/18	June 25	June	05/31/2018
MN06	MN07	06/01/18	06/30/18	07/02/18	07/03/18	July 25	July	06/30/2018
MN07	MN08	07/01/18	07/31/18	08/01/18	08/02/18	August 25	August	07/31/2018
MN08	MN09	08/01/18	08/31/18	09/04/18	09/05/18	September 25	September	08/31/2018
MN09	MN10	09/01/18	09/30/18	10/01/18	10/02/18	October 25	October	09/30/2018
MN10	MN11	10/01/18	10/31/18	11/01/18	11/02/18	November 25	November	10/31/2018
MN11	MN12	11/01/18	11/30/18	12/03/18	12/04/18	December 25	December	11/30/2018
MN12	MN01	12/01/18	12/31/18	01/02/19	01/03/19	January 25	January	12/31/2018

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