

EXEMPT TIME CALENDAR - 2019

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	12/01/18	12/31/18	01/02/19	01/03/19	1/31/2019	January	12/31/2018
MN01	MN02	01/01/19	01/31/19	02/01/19	02/04/19	2/28/2019	February	01/31/2019
MN02	MN03	02/01/19	02/28/19	03/01/19	03/04/19	3/29/2019	March	02/28/2019
MN03	MN04	03/01/19	03/31/19	04/01/19	04/02/19	4/30/2019	April	03/31/2019
MN04	MN05	04/01/19	04/30/19	05/01/19	05/02/19	5/31/2019	May	04/30/2019
MN05	MN06	05/01/19	05/31/19	06/03/19	06/04/19	6/28/2019	June	05/31/2019
MN06	MN07	06/01/19	06/30/19	07/01/19	07/02/19	7/31/2019	July	06/30/2019
MN07	MN08	07/01/19	07/31/19	08/01/19	08/02/19	8/30/2019	August	07/31/2019
MN08	MN09	08/01/19	08/31/19	09/03/19	09/04/19	9/30/2019	September	08/31/2019
MN09	MN10	09/01/19	09/30/19	10/01/19	10/02/19	10/31/2019	October	09/30/2019
MN10	MN11	10/01/19	10/31/19	11/01/19	11/04/19	11/29/2019	November	10/31/2019
MN11	MN12	11/01/19	11/30/19	12/02/19	12/03/19	Payday	December	11/30/2019
MN12	MN01	12/01/19	12/31/19	01/02/20	01/03/20	1/31/2020	January	12/31/2019

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