

Absence and Timesheet Approval Schedule

****THESE ARE TENTATIVE DATES AND ARE SUBJECT TO CHANGE****

Faculty and Academic Staff Absence Approvals must be completed for the prior month by 4:30pm on the 12th of the current month

<u>BIWEEKLY PAYROLL PERIOD</u>	<u>*APPROVE BY</u>	<u>*STUDENT LUMP SUM DEADLINE</u>	<u>PAYDAY</u>	<u>BUDGET TIMELINES</u>
Jul A 06/30/13-07/13/13	07/16/13	07/12/13	07/25/13	
Jul B 07/14/13-07/27/13	07/30/13	07/25/13	08/08/13	
Aug A 07/28/13-08/10/13	08/13/13	08/09/13	08/22/13	
Aug B 08/11/13-08/24/13	08/27/13	08/23/13	09/05/13	
Sep A 08/25/13-09/07/13	09/10/13	09/06/13	09/19/13	Start of AY 13-14
Sep B 09/08/13-09/21/13	09/24/13	09/20/13	10/03/13	
Oct A 09/22/13-10/05/13	10/08/13	10/04/13	10/17/13	
Oct B 10/06/13-10/19/13	10/22/13	10/18/13	10/31/13	
Nov A 10/20/13-11/02/13	11/05/13	11/01/13	11/14/13	
Nov B 11/3/13-11/16/13	11/19/13	11/15/13	11/27/13	
Nov C 11/17/13-11/30/13	12/03/13	11/29/13	12/12/13	
Dec A 12/1/13-12/14/13	12/17/13	12/13/13	12/26/13	
Dec B 12/15/13-12/28/13	12/27/13**	12/19/2013**	01/09/14	
Jan A 12/29/13-1/11/14	01/13/14	01/10/14	01/23/14	
Jan B 01/12/14-1/25/14	01/28/14	01/24/14	02/06/14	
Feb A 1/26/14-2/8/14	02/11/14	02/07/14	02/20/14	
Feb B 2/9/14-2/22/14	02/25/14	02/21/14	03/06/14	
Mar A 2/23/14-3/8/14	03/11/14	03/07/14	03/20/14	
Mar B 3/9/14-3/22/14	03/25/14	03/21/14	04/03/14	
Apr A 3/23/14-4/5/14	04/08/13	04/04/14	04/17/14	
Apr B 4/6/14-4/19/14	04/22/14	04/18/14	05/01/14	
May A 4/20/14-5/3/14	05/06/14	05/02/14	05/15/14	
May B 5/4/14-5/17/14	05/20/14	05/16/14	05/29/14	End of WS for AY 13-14
May C 5/18/14-5/31/14	06/03/14	05/30/14	06/12/14	
Jun A 6/1/14-6/14/14	6/13/2014**	6/12/2014**	06/26/14	Last pay period of AY 13-14
Jun B 6/15/14-6/28/14	07/01/14	06/27/14	07/10/14	Start of WS Summer 14
Jul A 6/29/14-7/12/14	07/15/14	07/11/14	07/24/14	
Jul B 7/13/14-7/26/14	07/29/14	07/25/14	08/07/14	
Aug A 7/27/14-8/9/14	08/12/14	08/08/14	08/21/14	
Aug B 8/10/14-8/23/14	08/26/14	08/22/14	09/04/14	End of WS Summer 14
Sep A 8/24/14-9/6/14	09/09/14	09/05/14	09/18/14	Start of AY 14-15
Sep B 9/7/14-9/20/14	09/23/14	09/19/14	10/02/14	
Oct A 9/21/14-10/4/14	10/07/14	10/03/14	10/16/14	
Oct B 10/5/14-10/18/14	10/21/14	10/17/14	10/30/14	
Nov A 10/19/14-11/1/14	11/04/14	10/31/14	11/13/14	
Nov B 11/2/14-11/15/14	11/17/14	11/14/14	11/26/14	
Nov C 11/16/14-11/29/14	12/02/14	11/28/14	12/11/14	
Dec A 11/30/14-12/13/14	12/15/14	12/12/14	12/23/14	
Dec B 12/14/14-12/27/14	12/23/2014**	12/26/14	01/08/15	
Jan A 12/28/14-1/10/15	01/13/15	01/09/15	01/22/15	

***MUST BE APPROVED BY NOON**

****EARLY APPROVAL / DEADLINE**

Students need updates to appointments with the change from AY to Summer & Summer to AY.

AY-ACADEMIC YEAR

FY-FISCAL YEAR

PR-PAYROLL

WS- Work Study

Please call 424-1166 with any questions.

updated 10/28/13