UNIVERSITY OF WISCONSIN OSHKOSH
Office of Human Resources

ABSENCE AND TIMESHEET APPROVAL SCHEDULE

STUDENT LUMP SUM SUBMISSION DEADLINES - WORK STUDY AND ACADEMIC YEAR TIMELINE

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

Faculty and Academic Staff absence approvals must be completed for the prior month 4:30pm on the 15th of the current month

Biweekly Pay Period		*Approve Absence & Time - 12noon	Student Lump Sum Deadline - Mondays	Payday	Work Study, STEP & Academic Year Timeline***
Oct C	10/18/15-10/31/15	11/03/15	10/19/2015	11/12/2015	
Nov A	11/01/15-11/14/15	**Mon 11/16/15****	11/2/2015	**Wed 11/25/15**	
Nov B	11/15/5-11/28/15	12/01/15	11/16/2015	12/10/2015	Thanksgiving Recess
Dec A	11/29/15-12/12/15	**Mon 12/14/15****	11/30/2015	12/23/2015	
Dec B	12/13/15-12/26/15	**Wed 12/23/15****	12/14/2015	1/7/2016	End of Fall 14-week Semester 12/18/15
Jan A	12/27/15-01/09/16	**Mon 01/11/16****	**12/28/2015**	01/21/16	Interim Begins 1/4/16
Jan B	01/10/16-1/23/16	01/26/16	1/11/2016	2/4/2016	Interim Ends 1/22/16
Feb A	1/24/16-02/06/16	02/09/16	1/25/2016	2/18/2016	Spring Semester Start 2/01/16
Feb B	02/07/16-02/20/16	02/23/16	2/8/2016	3/3/2016	
Mar A	02/21/16-03/05/16	03/08/16	2/22/2016	3/17/2016	
Mar B	03/06/16-03/19/16	**Mon 3/21/16****	**3/7/2016**	3/31/2016	
Apr A	03/20/16-04/02/16	04/05/16	3/21/2016	4/14/2016	Spring Break 3/20/16-3/27/16
Apr B	04/03/16-04/16/16	04/19/16	4/4/2016	4/28/2016	
Apr C	04/17/16-04/30/16	05/03/16	4/18/2016	5/12/2016	
May A	05/01/16-05/14/16	05/17/16	5/2/2016	5/26/2016	**End of AY Work Study**
May B	05/15/16-05/28/16	05/31/16	5/16/2016	6/9/2016	**No Work Study**; Interim Begins 5/16/16
June A	05/29/16-06/11/16	**Mon 06/13/16****	**5/30/2016**	6/23/2016	**No Work Study; End of STEP Funds**, Interim Ends 6/03/16
June B	06/12/16-06/25/16	06/28/16	6/13/2016	7/7/2016	**Begin Summer Work Study; Last pay period of FY 16;** Summer AY Begin 6/13/16
July A	06/26/16-07/09/16	07/12/16	6/27/2016	7/21/2016	
July B	07/10/16-07/23/16	07/26/16	7/11/2016	8/4/2016	
Aug A	07/24/16-08/06/16	08/09/16	7/25/2016	8/18/2016	Summer AY Ends 8/05/16***
Aug B	08/07/16-08/20/16	08/23/16	8/8/2016	9/1/2016	
Sept A	08/21/16-09/03/16	9/6/2016	8/22/2016	9/15/2016	**Summer Work Study Ends 09/03/16*** **
Sept B	09/04/16-09/17/16	9/20/2016	9/5/2016	9/29/2016	**AY Work Study Begins 9/04/16**; Start AY 2016-2017**,** tententative start STEP Funds
Oct A	09/18/16-10/1/16	10/4/2016	9/19/2016	10/13/2016	
Oct B	10/02/16-10/15/16	10/18/2016	10/3/2016	10/27/2016	
Oct C	10/16/16-10/29/16	11/1/2016	10/17/2016	11/10/2016	
Nov A	10/30/16-11/12/16	11/15/2016	10/31/2016	11/23/2016	
Nov B	11/13/16-11/26/16	11/29/2016	11/14/2016	12/8/2016	Thanksgiving Recess 11/23/16-27/16
Dec A	11/27/16-12/10/16	12/13/2016	11/28/2016	12/22/2016	
Dec B	12/11/16-12/24/16	**12/27/2016**	**12/12/2016**	1/5/2017	End of Fall 14-week Semester 12/16/16
Jan A	12/25/16-01/7/17	1/10/2017	12/26/2016	1/19/2017	Interim Begins 1/03/17

***MUST BE APPROVED BY NOON** ****EARLY APPROVAL**

AY-ACADEMIC YEAR FY-FISCAL YEAR PR-PAYROLL WS- Work Study

*** **Summer work study** ends 08/06/2016 only for those students that are not enrolled in Fall 2016 courses.
If student is enrolled in Fall 2016 courses the summer work study ends on 09/03/2016.

Contact Human Resources with Questions
Phone: 920/424-1166; Fax: 920/424-2021
www.uwosh.edu/hr