

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 & Academic Year Timeline***
Sep A	08/24/14-09/06/14	09/09/14	08/25/14	09/18/14	Start AY 14-15 & Fall WS
Sep B	09/07/14-09/20/14	09/23/14	09/08/14	10/02/14	
Oct A	09/21/14-10/04/14	10/07/14	09/22/14	10/16/14	
Oct B	10/05/14-10/18/14	10/21/14	10/06/14	10/30/14	
Nov A	10/19/14-11/01/14	11/04/14	10/20/14	11/13/14	
Nov B	11/02/14-11/15/14	Mon 11/17/14 **	11/03/14	Wed 11/26/14	
Nov C	11/16/14-11/29/14	12/02/14	11/17/14	12/11/14	
Dec A	11/30/14-12/13/14	Mon 12/15/14**	12/01/14	Tues 12/23/14	
Dec B	12/14/14-12/27/14	Tues 12/23/14**	12/15/14	01/08/15	
Jan A	12/28/14-01/10/15	01/13/15	12/29/14	01/22/15	
Jan B	01/11/15-01/24/15	01/27/15	1/12/2015	2/5/2015	End of Fall Semester
Feb A	01/25/15-02/07/15	02/10/15	1/26/2015	2/19/2015	Spring Semester begins
Feb B	02/08/15-02/21/15	02/24/15	2/9/2015	3/5/2015	
Mar A	02/22/15-03/07/15	03/12/15	2/23/2015	3/19/2015	
Mar B	03/08/15-03/21/15	03/24/15	3/9/2015	4/2/2015	
Apr A	03/22/15-04/04/15	04/07/15	3/23/2015	4/16/2015	
Apr B	04/05/15-04/18/15	Mon 04/20/15**	4/6/2015	4/30/2015	
May A	04/19/15-05/02/15	05/05/15	4/20/2015	5/14/2015	
May B	05/03/15-05/16/15	Mon 05/18/15**	5/4/2015	5/28/2015	
May C	05/17/15-05/30/15	06/02/15	5/18/2015	6/11/2015	
Jun A	05/31/15-06/13/15	Mon 06/15/15**	6/1/2015	6/25/2015	End of WS AY 15 and STEP Funds, Last pay period of AY
Jun B	06/14/15-06/27/15	06/30/15	6/15/2015	7/9/2015	Last pay period of FY 15 & Start of WS Summer 15
Jul A	06/28/15-07/11/15	06/14/15	6/19/2015	7/23/2015	
Jul B	07/12/15-07/25/15	07/28/15	7/13/2015	8/6/2015	
Aug A	07/26/15-08/08/15	08/11/15	7/27/2015	8/20/2015	
Aug B	08/09/15-08/22/15	08/25/15	8/10/2015	9/3/2015	End of WS Summer 15
Sep A	08/23/15-09/05/15	09/08/15	8/14/2015	9/17/2015	Start AY 15-16 & Start of WS Fall 16, tent.start STEP Funds
Sep B	09/06/15-09/19/15	09/22/15	9/7/2015	10/1/2015	
Oct A	09/20/15-10/03/15	10/06/15	9/21/2015	10/15/2015	
Oct B	10/04/15-10/17/15	10/20/15	10/5/2015	10/29/2015	
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	11/15/15-11/28/15	12/01/15	11/16/2015	12/10/2015	
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**	12/13/2015	1/7/2016	
Jan A	12/27/15-01/09/16	01/12/16	12/28/15	01/21/16	

***MUST BE APPROVED BY NOON**

****EARLY APPROVAL**

Call 424-1166 w/Q's

*****Students need updates to jobs with the change from AY to Summer & Summer to AY**

AY-ACADEMIC YEAR

FY-FISCAL YEAR

PR-PAYROLL

WS- Work Study

updated: 11/2014