

### Exempt Time Calendar - 2022

		Calendar Days Covered						
Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr &Lv Taken Thru
MN12	MN01	December 1, 2021	December 31, 2021			January 25	January	December 31, 2021
MN01	MN02	January 1, 2022	January 31, 2022			February 25	February	January 31, 2022
MN02	MN03	February 1, 2022	February 28, 2022			March 25	March	February 28, 2022
MN03	MN04	March 1, 2022	March 31, 2022			April 25	April	March 31, 2022
MN04	MN05	April 1, 2022	April 30, 2022			May 25	May	April 30, 2022
MN05	MN06	May 1, 2022	May 31, 2022			June 25	June	May 31, 2022
MN06	MN07	June 1, 2022	June 30, 2022			July 25	July	June 30, 2022
MN07	MN08	July 1, 2022	July 31, 2022			August 25	August	July 31, 2022
MN08	MN09	August 1, 2022	August 31, 2022			September 25	September	August 31, 2022
MN09	MN10	September 1, 2022	September 30, 2022			October 25	October	September 30, 2022
MN10	MN11	October 1, 2022	October 31, 2022			November 25	November	October 31, 2022
MN11	MN12	November 1, 2022	November 30, 2022			December 25	December	November 30, 2022
MN12	MN01	December 1, 2022	December 31, 2022			January 25	January	December 31, 2022

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LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll where 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