

Exempt Time Calendar - 2023

Lv Period	Payroll	Calendar Days Covered						Comp Accr &Lv Taken Thru
		From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	
MN12	MN01	December 1, 2022	December 31, 2022			January 25	January	December 31, 2022
MN01	MN02	January 1, 2023	January 31, 2023			February 25	February	January 31, 2023
MN02	MN03	February 1, 2023	February 28, 2023			March 25	March	February 28, 2023
MN03	MN04	March 1, 2023	March 31, 2023			April 25	April	March 31, 2023
MN04	MN05	April 1, 2023	April 30, 2023			May 25	May	April 30, 2023
MN05	MN06	May 1, 2023	May 31, 2023			June 25	June	May 31, 2023
MN06	MN07	June 1, 2023	June 30, 2023			July 25	July	June 30, 2023
MN07	MN08	July 1, 2023	July 31, 2023			August 25	August	July 31, 2023
MN08	MN09	August 1, 2023	August 31, 2023			September 25	September	August 31, 2023
MN09	MN10	September 1, 2023	September 30, 2023			October 25	October	September 30, 2023
MN10	MN11	October 1, 2023	October 31, 2023			November 25	November	October 31, 2023
MN11	MN12	November 1, 2023	November 30, 2023			December 25	December	November 30, 2023
MN12	MN01	December 1, 2023	December 31, 2023			January 25	January	December 31, 2023

Rev 8/2022

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