

PWPEXMP Exempt Time Calendar - 2024

Lv Period	Payroll	Calendar Days Covered		Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr &Lv Taken Thru
		From	To					
MN12	MN01	Fri, Dec 1, 2023	Sun, Dec 31, 2023			January 25	January	December 31, 2023
MN01	MN02	Mon, Jan 1, 2024	Wed, Jan 31, 2024			February 25	February	January 31, 2024
MN02	MN03	Thu, Feb 1, 2024	Thu, Feb 29, 2024			March 25	March	February 29, 2024
MN03	MN04	Fri, Mar 1, 2024	Sun, Mar 31, 2024			April 25	April	March 31, 2024
MN04	MN05	Mon, Apr 1, 2024	Tue, Apr 30, 2024			May 25	May	April 30, 2024
MN05	MN06	Wed, May 1, 2024	Fri, May 31, 2024			June 25	June	May 31, 2024
MN06	MN07	Sat, Jun 1, 2024	Sun, Jun 30, 2024			July 25	July	June 30, 2024
MN07	MN08	Mon, Jul 1, 2024	Wed, Jul 31, 2024			August 25	August	July 31, 2024
MN08	MN09	Thu, Aug 1, 2024	Sat, Aug 31, 2024			September 25	September	August 31, 2024
MN09	MN10	Sun, Sep 1, 2024	Mon, Sep 30, 2024			October 25	October	September 30, 2024
MN10	MN11	Tue, Oct 1, 2024	Thu, Oct 31, 2024			November 25	November	October 31, 2024
MN11	MN12	Fri, Nov 1, 2024	Sat, Nov 30, 2024			December 25	December	November 30, 2024
MN12	MN01	Sun, Dec 1, 2024	Tue, Dec 31, 2024			January 25	January	December 31, 2024

Rev 8/2023

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