

Exempt Time Calendar - 2021

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	12/01/20	12/31/20			January 25	January	December 31, 2020
MN01	MN02	01/01/21	01/31/21			February 25	February	January 31, 2021
MN02	MN03	02/01/21	02/28/21			March 25	March	February 28, 2021
MN03	MN04	03/01/21	03/31/21			April 25	April	March 31, 2021
MN04	MN05	04/01/21	04/30/21			May 25	May	April 30, 2021
MN05	MN06	05/01/21	05/31/21			June 25	June	May 31, 2021
MN06	MN07	06/01/21	06/30/21			July 25	July	June 30, 2021
MN07	MN08	07/01/21	07/31/21			August 25	August	July 31, 2021
MN08	MN09	08/01/21	08/31/21			September 25	September	August 31, 2021
MN09	MN10	09/01/21	09/30/21			October 25	October	September 30, 2021
MN10	MN11	10/01/21	10/31/21			November 25	November	October 31, 2021
MN11	MN12	11/01/21	11/30/21			December 25	December	November 30, 2021
MN12	MN01	12/01/21	12/31/21			January 25	January	December 31, 2021

Rev 8/2020

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