

Law Time Calendar - 2023

Year	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					
2022	L4 13	MN 01	Monday, November 21, 2022	Sunday, December 18, 2022			January 25	January	December 18, 2022
2023	L4 01	MN 02	Monday, December 19, 2022	Sunday, January 15, 2023			February 25	February	February 12, 2023
2023	L4 02	MN 02	Monday, January 16, 2023	Sunday, February 12, 2023			February 25	February	February 12, 2023
2023	L4 03	MN 03	Monday, February 13, 2023	Sunday, March 12, 2023			March 25	March	March 12, 2023
2023	L4 04	MN 04	Monday, March 13, 2023	Sunday, April 9, 2023			April 25	April	April 9, 2023
2023	L4 05	MN 05	Monday, April 10, 2023	Sunday, May 7, 2023			May 25	May	May 7, 2023
2023	L4 06	MN 06	Monday, May 8, 2023	Sunday, June 4, 2023			June 25	June	June 4, 2023
2023	L4 07	MN 07	Monday, June 5, 2023	Sunday, July 2, 2023			July 25	July	July 2, 2023
2023	L4 08	MN 08	Monday, July 3, 2023	Sunday, July 30, 2023			August 25	August	July 30, 2023
2023	L4 09	MN 09	Monday, July 31, 2023	Sunday, August 27, 2023			September 25	September	August 27, 2023
2023	L4 10	MN 10	Monday, August 28, 2023	Sunday, September 24, 2023			October 25	October	September 24, 2023
2023	L4 11	MN 11	Monday, September 25, 2023	Sunday, October 22, 2023			November 25	November	October 22, 2023
2023	L4 12	MN 12	Monday, October 23, 2023	Sunday, November 19, 2023			December 25	December	November 19, 2023
2023	L4 13	MN 01	Monday, November 20, 2023	Sunday, December 17, 2023			January 25	January	December 17, 2023
2024	L4 01	MN 02	Monday, December 18, 2023	Sunday, January 14, 2024			February 25	February	January 14, 2024

Aug-22

Note: Both L4 01 and L4 02 Cycles will run through the MN02 Payroll

LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll when 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