

Law Time Calendar - 2020

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					
2019	L4 13	MN 01	11/25/19	12/22/19			January 25	January	December 22, 2019
2020	L4 01	MN 02	12/23/19	01/19/20			February 25	February	January 19, 2020
2020	L4 02	MN 03	01/20/20	02/16/20			March 25	March	February 16, 2020
2020	L4 03	MN 04	02/17/20	03/15/20			April 25	April	April 12, 2020
2020	L4 04	MN 04	03/16/20	04/12/20			April 25	April	April 12, 2020
2020	L4 05	MN 05	04/13/20	05/10/20			May 25	May	May 10, 2020
2020	L4 06	MN 06	05/11/20	06/07/20			June 25	June	June 7, 2020
2020	L4 07	MN 07	06/08/20	07/05/20			July 25	July	July 5, 2020
2020	L4 08	MN 08	07/06/20	08/02/20			August 25	August	August 2, 2020
2020	L4 09	MN 09	08/03/20	08/30/20			September 25	September	August 30, 2020
2020	L4 10	MN 10	08/31/20	09/27/20			October 25	October	September 27, 2020
2020	L4 11	MN 11	09/28/20	10/25/20			November 25	November	October 25, 2020
2020	L4 12	MN 12	10/26/20	11/22/20			December 25	December	November 22, 2020
2020	L4 13	MN 01	11/23/20	12/20/20			January 25	January	December 20, 2020
2021	L4 01	MN 02	12/21/20	01/17/21			February 25	February	January 17, 2021

Rev 9/2019

Note: Both L3 and L4 Cycles will run through the MN04 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