

SmartTime (Non-Exempt) Calendars - 2022

			Calendar Days Covered							
Year	Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru	
2021	SB 26	MN01	December 6, 2021	December 19, 2021			January 25	January	January 2, 2022	
2022	SB 01	MN01	December 20, 2021	January 2, 2022			January 25	January	January 2, 2022	
2022	SB 02	MN02	January 3, 2022	January 16, 2022			February 25	February	February 13, 2022	
2022	SB 03	MN02	January 17, 2022	January 30, 2022			February 25	February	February 13, 2022	
2022	SB 04	MN02	January 31, 2022	February 13, 2022			February 25	February	February 13, 2022	
2022	SB 05	MN03	February 14, 2022	February 27, 2022			March 25	March	March 13, 2022	
2022	SB 06	MN03	February 28, 2022	March 13, 2022			March 25	March	March 13, 2022	
2022	SB 07	MN04	March 14, 2022	March 27, 2022			April 25	April	April 10, 2022	
2022	SB 08	MN04	March 28, 2022	April 10, 2022			April 25	April	April 10, 2022	
2022	SB 09	MN05	April 11, 2022	April 24, 2022			May 25	May	May 8, 2022	
2022	SB 10	MN05	April 25, 2022	May 8, 2022			May 25	May	May 8, 2022	
2022	SB 11	MN06	May 9, 2022	May 22, 2022			June 25	June	June 5, 2022	
2022	SB 12	MN06	May 23, 2022	June 5, 2022			June 25	June	June 5, 2022	
2022	SB 13	MN07	June 6, 2022	June 19, 2022			July 25	July	July 3, 2022	
2022	SB 14	MN07	June 20, 2022	July 3, 2022			July 25	July	July 3, 2022	
2022	SB 15	MN08	July 4, 2022	July 17, 2022			August 25	August	July 31, 2022	
2022	SB 16	MN08	July 18, 2022	July 31, 2022			August 25	August	July 31, 2022	
2022	SB 17	MN09	August 1, 2022	August 14, 2022			September 25	September	September 11, 2022	
2022	SB 18	MN09	August 15, 2022	August 28, 2022			September 25	September	September 11, 2022	
2022	SB 19	MN09	August 29, 2022	September 11, 2022			September 25	September	September 11, 2022	
2022	SB 20	MN10	September 12, 2022	September 25, 2022			October 25	October	October 9, 2022	
2022	SB 21	MN10	September 26, 2022	October 9, 2022			October 25	October	October 9, 2022	
2022	SB 22	MN11	October 10, 2022	October 23, 2022			November 25	November	October 23, 2022	
2022	SB 23	MN12	October 24, 2022	November 6, 2022			December 23	December	December 4, 2022	
2022	SB 24	MN12	November 7, 2022	November 20, 2022			December 23	December	December 4, 2022	
2022	SB 25	MN12	November 21, 2022	December 4, 2022			December 23	December	December 4, 2022	
2022	SB 26	MN01	December 5, 2022	December 18, 2022			January 25	January	January 1, 2023	
2023	SB 01	MN01	December 19, 2022	January 1, 2023			January 25	January	January 1, 2023	
2023	SB 02	MN02	January 2, 2023	January 15, 2023			February 25	February	January 15, 2023	

Yellow Highlights dates adjusted for short paycycles.

Aug-21

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