

SmartTime (Non-Exempt) Calendars - 2023

Calendar Days Covered					Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
Year	Period	Payroll	From	To					
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	February 12, 2023
2023	SB 03	MN02	January 16, 2023	January 29, 2023			February 25	February	February 12, 2023
2023	SB 04	MN02	January 30, 2023	February 12, 2023			February 25	February	February 12, 2023
2023	SB 05	MN03	February 13, 2023	February 26, 2023			March 25	March	March 12, 2023
2023	SB 06	MN03	February 27, 2023	March 12, 2023			March 25	March	March 12, 2023
2023	SB 07	MN04	March 13, 2023	March 26, 2023			April 25	April	April 9, 2023
2023	SB 08	MN04	March 27, 2023	April 9, 2023			April 25	April	April 9, 2023
2023	SB 09	MN05	April 10, 2023	April 23, 2023			May 25	May	May 7, 2023
2023	SB 10	MN05	April 24, 2023	May 7, 2023			May 25	May	May 7, 2023
2023	SB 11	MN06	May 8, 2023	May 21, 2023			June 25	June	June 4, 2023
2023	SB 12	MN06	May 22, 2023	June 4, 2023			June 25	June	June 4, 2023
2023	SB 13	MN07	June 5, 2023	June 18, 2023			July 25	July	July 2, 2023
2023	SB 14	MN07	June 19, 2023	July 2, 2023			July 25	July	July 2, 2023
2023	SB 15	MN08	July 3, 2023	July 16, 2023			August 25	August	August 13, 2023
2023	SB 16	MN08	July 17, 2023	July 30, 2023			August 25	August	August 13, 2023
2023	SB 17	MN08	July 31, 2023	August 13, 2023			August 25	August	August 13, 2023
2023	SB 18	MN09	August 14, 2023	August 27, 2023			September 25	September	September 10, 2023
2023	SB 19	MN09	August 28, 2023	September 10, 2023			September 25	September	September 10, 2023
2023	SB 20	MN10	September 11, 2023	September 24, 2023			October 25	October	October 8, 2023
2023	SB 21	MN10	September 25, 2023	October 8, 2023			October 25	October	October 8, 2023
2023	SB 22	MN11	October 9, 2023	October 22, 2023			November 25	November	November 5, 2023
2023	SB 23	MN11	October 23, 2023	November 5, 2023			November 25	November	November 5, 2023
2023	SB 24	MN12	November 6, 2023	November 19, 2023			December 23	December	December 3, 2023
2023	SB 25	MN12	November 20, 2023	December 3, 2023			December 23	December	December 3, 2023
2023	SB 26	MN01	December 4, 2023	December 17, 2023			January 25	January	December 31, 2023
2024	SB 01	MN01	December 18, 2023	December 31, 2023			January 25	January	December 31, 2023

Yellow Highlights dates adjusted for short paycycles.

Aug-22

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