

### SmartTime (Non-Exempt) Calendars - 2020

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					
2019	SB26	MN01	11/25/19	12/8/19			January 25	January	January 5, 2020
2020	SB01	MN01	12/9/19	12/22/19			January 25	January	January 5, 2020
2020	SB02	MN01	12/23/19	1/5/20			January 25	January	January 5, 2020
2019	SB 03	MN02	1/6/20	1/19/20			February 25	February	February 2, 2020
2020	SB 04	MN02	1/20/20	2/2/20			February 25	February	February 2, 2020
2020	SB 05	MN03	2/3/20	2/16/20			March 25	March	March 1, 2020
2020	SB 06	MN03	2/17/20	3/1/20			March 25	March	March 1, 2020
2020	SB 07	MN04	3/2/20	3/15/20			April 25	April	April 12, 2020
2020	SB 08	MN04	3/16/20	3/29/20			April 25	April	April 12, 2020
2020	SB 09	MN04	3/30/20	4/12/20			April 25	April	April 12, 2020
2020	SB 10	MN05	4/13/20	4/26/20			May 25	May	May 10, 2020
2020	SB 11	MN05	4/27/20	5/10/20			May 25	May	May 10, 2020
2020	SB 12	MN06	5/11/20	5/24/20			June 25	June	June 7, 2020
2020	SB 13	MN06	5/25/20	6/7/20			June 25	June	June 7, 2020
2020	SB 14	MN07	6/8/20	6/21/20			July 25	July	July 5, 2020
2020	SB 15	MN07	6/22/20	7/5/20			July 25	July	July 5, 2020
2020	SB 16	MN08	7/6/20	7/19/20			August 25	August	August 2, 2020
2020	SB 17	MN08	7/20/20	8/2/20			August 25	August	August 2, 2020
2020	SB 18	MN09	8/3/20	8/16/20			September 25	September	September 13, 2020
2020	SB 19	MN09	8/17/20	8/30/20			September 25	September	September 13, 2020
2020	SB 20	MN09	8/31/20	9/13/20			September 25	September	September 13, 2020
2020	SB 21	MN10	9/14/20	9/27/20			October 25	October	October 11, 2020
2020	SB 22	MN10	9/28/20	10/11/20			October 25	October	October 11, 2020
2020	SB 23	MN11	10/12/20	10/25/20			November 25	November	October 25, 2020
2020	SB 24	MN12	10/26/20	11/8/20			December 23	December	November 22, 2020
2020	SB 25	MN12	11/9/20	11/22/20			December 23	December	November 22, 2020
2020	SB26	MN01	11/23/20	12/06/20			January 25	January	January 3, 2021
2020	SB27	MN01	12/07/20	12/20/20			January 25	January	January 3, 2021
2021	SB01	MN01	12/21/20	01/03/21			January 25	January	January 3, 2021

Yellow Highlights dates adjusted for short paycycles

Rev 2/2020

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