SmartTime (Non-Exempt) Calendars - 2021

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Yellow Highlights dates adjusted for short paycycles.

LvPeriod	Corresponds to timekeeping month					
Payroll	Monthy 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					