

SmartTime (Non-Exempt) Calendars - 2021

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					
2020	SB 26	MN01	11/23/20	12/06/20			January 25	January	January 3, 2021
2020	SB 27	MN01	12/07/20	12/20/20			January 25	January	January 3, 2021
2021	SB 01	MN01	12/21/20	01/03/21			January 25	January	January 3, 2021
2021	SB 02	MN02	01/04/21	01/17/21			February 25	February	January 31, 2021
2021	SB 03	MN02	01/18/21	01/31/21			February 25	February	January 31, 2021
2021	SB 04	MN03	02/01/21	02/14/21			March 25	March	February 28, 2021
2021	SB 05	MN03	02/15/21	02/28/21			March 25	March	February 28, 2021
2021	SB 06	MN04	03/01/21	03/14/21			April 25	April	April 11, 2021
2021	SB 07	MN04	03/15/21	03/28/21			April 25	April	April 11, 2021
2021	SB 08	MN04	03/29/21	04/11/21			April 25	April	April 11, 2021
2021	SB 09	MN05	04/12/21	04/25/21			May 25	May	May 9, 2021
2021	SB 10	MN05	04/26/21	05/09/21			May 25	May	May 9, 2021
2021	SB 11	MN06	05/10/21	05/23/21			June 25	June	June 6, 2021
2021	SB 12	MN06	05/24/21	06/06/21			June 25	June	June 6, 2021
2021	SB 13	MN07	06/07/21	06/20/21			July 25	July	July 4, 2021
2021	SB 14	MN07	06/21/21	07/04/21			July 25	July	July 4, 2021
2021	SB 15	MN08	07/05/21	07/18/21			August 25	August	August 1, 2021
2021	SB 16	MN08	07/19/21	08/01/21			August 25	August	August 1, 2021
2021	SB 17	MN09	08/02/21	08/15/21			September 25	September	September 12, 2021
2021	SB 18	MN09	08/16/21	08/29/21			September 25	September	September 12, 2021
2021	SB 19	MN09	08/30/21	09/12/21			September 25	September	September 12, 2021
2021	SB 20	MN10	09/13/21	09/26/21			October 25	October	October 10, 2021
2021	SB 21	MN10	09/27/21	10/10/21			October 25	October	October 10, 2021
2021	SB 22	MN11	10/11/21	10/24/21			November 25	November	October 24, 2021
2021	SB 23	MN12	10/25/21	11/07/21			December 23	December	December 5, 2021
2021	SB 24	MN12	11/08/21	11/21/21			December 23	December	December 5, 2021
2021	SB 25	MN12	11/22/21	12/05/21			December 23	December	December 5, 2021
2021	SB 26	MN01	12/06/21	12/19/21			January 25	January	January 2, 2022
2022	SB 01	MN01	12/20/21	01/02/22			January 25	January	January 2, 2022

Yellow Highlights dates adjusted for short paycycles.

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