

ABSENCE AND TIMESHEET APPROVAL SCHEDULE

STUDENT LUMP SUM SUBMISSION DEADLINES - WORK STUDY AND ACADEMIC YEAR TIMELINE

****THESE ARE TENTATIVE DATES AND ARE SUBJECT TO CHANGE****

Faculty and Academic Staff absence approvals must be completed for the prior month by 4:30pm on the 15th of the current month

Biweekly Pay Period	*Approve Absence & Time - 12noon	Student Lump Sum Deadline - Mondays	Payday	Work Study, STEP & Academic Year Timeline***	
Oct B 2018	10/14/18-10/27/18	10/30/2018	10/15/2018	11/8/2018	
Nov A	10/28/18-11/10/18	Mon 11/12/18**	10/29/2018	11/21/2018	
Nov B	11/11/18-11/24/18	11/27/2018	11/12/2018	12/6/2018	Thanksgiving Recess 11/21 - 11/25/18
Dec A	11/25/18-12/08/18	12/11/2018	11/26/2018	12/20/2018	
Dec B	12/09/18-12/22/18	Fri 12/21/18**	12/10/2018	1/3/2019	Fall Semester Ends 12/14/18
Jan A 2019	12/23/18-01/05/19	1/8/2019	12/23/2018	1/17/2019	
Jan B	01/06/19-01/19/19	Mon 1/21/19**	1/7/2019	1/31/2019	Interim Begins 01/07/2019
Feb A	01/20/19-02/02/19	2/5/2019	1/21/2019	2/14/2019	Interim Ends 01/25/2019
Feb B	02/03/19-02/16/19	Mon 2/18/19**	2/4/2019	2/28/2019	Spring Semester Begins 02/04/2019
Mar A	02/17/19-03/02/19	3/5/2019	2/18/2019	3/14/2019	
Mar B	03/03/19-03/16/19	Mon 3/18/19**	3/4/2019	3/28/2019	
Mar C	03/17/19-03/30/19	4/2/2019	3/18/2019	4/11/2019	Spring Break 03/24 - 03/31/19
Apr A	03/31/19-04/13/19	4/16/2019	4/1/2019	4/25/2019	
Apr B	04/14/19-04/27/19	4/30/2019	4/15/2019	5/9/2019	
May A	04/28/19-05/11/19	5/14/2019	4/29/2019	5/23/2019	
May B	05/12/19-05/25/19	5/28/2019	5/13/2019	6/6/2019	Spring Semester Ends, Interim Begins 05/20/2019, AY Work Study Ends 05/25/2019
Jun A	05/26/19-06/08/19	6/11/2019	5/27/2019	6/20/2019	No Work Study ; Interim Ends 06/07/2019
Jun B	06/09/19-06/22/19	6/25/2019	6/10/2019	7/3/2019	Begin Summer Work Study ; Summer Session Begins 06/17/2019, Last pay period of FY 2019
Jul A	06/23/19-07/06/19	7/9/2019	6/24/2019	7/18/2019	Begin Fiscal Year 2020
Jul B	07/07/19-07/20/19	7/23/2019	7/8/2019	8/1/2019	
Aug A	07/21/19-08/03/19	8/6/2019	7/22/2019	8/15/2019	
Aug B	08/04/19-08/17/19	8/20/2019	8/5/2019	8/29/2019	Summer Session Ends 08/09/2019
Aug C	08/18/19-08/31/19	9/3/2019	8/19/2019	9/12/2019	Summer Work Study Ends 08/31/2019
Sep A	09/01/19-09/14/19	Mon 9/16/19**	9/2/2018	9/26/2019	AY Work Study begins 09/01/2019 ; Fall Semester Begins 09/04/2019
Sep B	09/15/19-09/28/19	10/1/2019	9/16/2019	10/10/2019	
Oct A	09/29/19-10/12/19	10/15/2019	9/30/2019	10/24/2019	
Oct B	10/13/19-10/26/19	10/29/2019	10/14/2019	11/7/2019	
Nov A	10/27/19-11/09/19	11/12/2019	10/28/2019	11/21/2019	
Nov B	11/10/19-11/23/19	Mon 11/25/19**	11/11/2019	12/5/2019	
Dec A	11/24/19-12/07/19	Mon 12/09/19**	11/25/2019	12/19/2019	Thanksgiving Recess 11/27 - 12/1/19
Dec B	12/08/19-12/21/19	Wed 12/18/19**	12/9/2018	1/2/2020	Fall Semester Ends 12/13/19
Jan A 2020	12/22/19-01/04/20	1/7/2020	12/23/2019	1/16/2020	

***MUST BE APPROVED BY NOON**

****EARLY APPROVAL**

AY-ACADEMIC YEAR

FY-FISCAL YEAR

PR-PAYROLL

WS- Work Study

Contact Human Resources with Questions

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