

July 2021 – June 2022 Bi-Weekly TLAM Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (10 AM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
----- Manager Timesheet & Absence Approval Deadline (12 PM)					
Wednesday, June 30, 2021	Friday, July 02, 2021	06/21/2021	07/04/2021	07/09/2021	07/06/2021 – Personal/Sick* 07/02/2021 – Vacation**
Friday, July 16, 2021	Monday, July 19, 2021	07/05/2021	07/18/2021	07/23/2021	07/20/2021 – Personal/Sick*
Friday, July 30, 2021	Monday, August 02, 2021	07/19/2021	08/01/2021	08/06/2021	08/03/2021 – Personal/Sick* 08/03/2021 – Vacation**
Friday, August 13, 2021	Monday, August 16, 2021	08/02/2021	08/15/2021	08/20/2021	08/17/2021 – Personal/Sick*
Friday, August 27, 2021	Monday, August 30, 2021	08/16/2021	08/29/2021	09/03/2021	08/31/2021 – Personal/Sick*
Friday, September 10, 2021	Monday, September 13, 2021	08/30/2021	09/12/2021	09/17/2021	09/13/2021 – Personal/Sick* 09/04/2021 – Vacation**
Friday, September 24, 2021	Monday, September 27, 2021	09/13/2021	09/26/2021	10/01/2021	09/28/2021 – Personal/Sick*
Friday, October 08, 2021	Monday, October 11, 2021	09/27/2021	10/10/2021	10/15/2021	10/12/2021 – Personal/Sick* 10/02/2021 – Vacation**
Friday, October 22, 2021	Monday, October 25, 2021	10/11/2021	10/24/2021	10/29/2021	10/26/2021 – Personal/Sick*
Friday, November 05, 2021	Monday, November 08, 2021	10/25/2021	11/07/2021	11/12/2021	11/09/2021 – Personal/Sick* 11/06/2021 – Vacation**
Tuesday, November 16, 2021	Thursday, November 18, 2021	11/08/2021	11/21/2021	11/24/2021	11/23/2021 – Personal/Sick*
Friday, December 03, 2021	Monday, December 06, 2021	11/22/2021	12/05/2021	12/10/2021	12/07/2021 – Personal/Sick* 12/04/2021 – Vacation**
Wednesday, December 15, 2021	Thursday, December 17, 2021	12/06/2021	12/19/2021	12/23/2021	12/21/2021 – Personal/Sick*
Tuesday, December 28, 2021	Thursday, December 30, 2021	12/20/2021	01/02/2022	01/07/2022	01/04/2021 – Personal/Sick*

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- **Vacation time earned is applied to the employee's balance at the beginning of the following month.

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					01/07/2022 – Vacation**
Wednesday, January 12, 2022	Friday, January 14, 2022	01/03/2022	01/16/2022	01/21/2022	01/18/2022 – Personal/Sick*
Friday, January 28, 2022	Monday, January 31, 2022	01/17/2022	01/30/2022	02/04/2022	02/01/2022 – Personal/Sick*
					02/04/2022 – Vacation**
Friday, February 11, 2022	Monday, February 14, 2022	01/31/2022	02/13/2022	02/18/2022	02/15/2022 – Personal/Sick*
Friday, February 25, 2022	Monday, February 28, 2022	02/14/2022	02/27/2022	03/04/2022	03/01/2022 – Personal/Sick*
					03/04/2022 – Vacation**
Friday, March 11, 2022	Monday, March 14, 2022	02/28/2022	03/13/2022	03/18/2022	03/15/2022 – Personal/Sick*
Friday, March 25, 2022	Monday, March 28, 2022	03/14/2022	03/27/2022	04/01/2022	03/29/2022 – Personal/Sick*
					04/06/2022 – Vacation**
Friday, April 08, 2022	Monday, April 11, 2022	03/28/2022	04/10/2022	04/15/2022	04/12/2022 – Personal/Sick*
Friday, April 22, 2022	Monday, April 25, 2022	04/11/2022	04/24/2022	04/29/2022	04/26/2022 – Personal/Sick*
					05/04/2022 – Vacation**
Friday, May 06, 2022	Monday, May 09, 2022	04/25/2022	05/08/2022	05/13/2022	05/10/2022 – Personal/Sick*
Friday, May 20, 2022	Monday, May 23, 2022	05/09/2022	05/22/2022	05/27/2022	05/24/2022 – Personal/Sick*
					06/03/2022 – Vacation**
Friday, June 03, 2022	Monday, June 06, 2022	05/23/2022	06/05/2022	06/10/2022	06/07/2022 – Personal/Sick*
Friday, June 17, 2022	Monday, June 20, 2022	06/06/2022	06/19/2022	06/24/2022	06/21/2022 – Personal/Sick*
					07/07/2022 – Vacation**
Wednesday, June 29, 2022	Friday, July 01, 2022	06/20/2022	07/03/2022	07/08/2022	07/05/2022 – Personal/Sick*
06/20/22 – 7/03/2022 payroll row displays tentative dates					

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