

July 2022 – June 2023 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Wednesday, June 29, 2022	Friday, July 01, 2022	06/20/2022	07/03/2022	07/08/2022	07/06/2022 – Personal/Sick* 07/06/2022 – Vacation**
Friday, July 15, 2022	Monday, July 18, 2022	07/04/2022	07/17/2022	07/22/2022	07/20/2022 – Personal/Sick*
Friday, July 29, 2022	Monday, August 01, 2022	07/18/2022	07/31/2022	08/05/2022	08/03/2022 – Personal/Sick* 08/05/2022 – Vacation**
Friday, August 12, 2022	Monday, August 15, 2022	08/01/2022	08/14/2022	08/20/2022	08/17/2022 – Personal/Sick*
Friday, August 26, 2022	Monday, August 29, 2022	08/15/2022	08/28/2022	09/02/2022	08/31/2022 – Personal/Sick* 09/07/2022 – Vacation**
Friday, September 09, 2022	Monday, September 12, 2022	08/29/2022	09/11/2022	09/16/2022	09/14/2022 – Personal/Sick*
Friday, September 23, 2022	Monday, September 26, 2022	09/12/2022	09/25/2022	09/30/2022	09/28/2022 – Personal/Sick* 10/06/2022 – Vacation**
Friday, October 07, 2022	Monday, October 10, 2022	09/26/2022	10/09/2022	10/14/2022	10/12/2022 – Personal/Sick*
Friday, October 21, 2022	Monday, October 24, 2022	10/10/2022	10/23/2022	10/28/2022	10/26/2022 – Personal/Sick* 11/07/2022 – Vacation**
Wednesday, November 02, 2022	Friday, November 04, 2022	10/24/2022	11/06/2022	11/10/2022	11/08/2022 – Personal/Sick*
Tuesday, November 14, 2022	Thursday, November 16, 2022	11/07/2022	11/20/2022	11/23/2022	11/19/2022 – Personal/Sick* 12/08/2022 – Vacation**
Friday, December 02, 2022	Monday, December 05, 2022	11/21/2022	12/04/2022	12/09/2022	12/07/2022 – Personal/Sick*
Wednesday, December 14, 2022	Friday, December 16, 2022	12/05/2022	12/18/2022	12/23/2022	12/20/2022 – Personal/Sick*
Tuesday, December 27, 2022	Thursday, December 29, 2022	12/19/2022	01/01/2023	01/06/2023	12/31/2023 – Personal/Sick*

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm 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.

July 2022 – June 2023 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
					01/09/2023 – Vacation**
Wednesday, January 11, 2023	Friday, January 13, 2023	01/02/2023	01/15/2023	01/20/2023	01/18/2023 – Personal/Sick*
Friday, January 27, 2023	Monday, January 30, 2023	01/16/2023	01/29/2023	02/03/2023	02/01/2023 – Personal/Sick*
					02/07/2023 – Vacation**
Friday, February 10, 2023	Monday, February 13, 2023	01/30/2023	02/12/2023	02/17/2023	02/15/2023 – Personal/Sick*
Friday, February 24, 2023	Monday, February 27, 2023	02/13/2023	02/26/2023	03/03/2023	03/01/2023 – Personal/Sick*
					03/07/2023 – Vacation**
Friday, March 10, 2023	Monday, March 13, 2023	02/27/2023	03/12/2023	03/17/2023	03/15/2023 – Personal/Sick*
Friday, March 24, 2023	Monday, March 27, 2023	03/13/2023	03/26/2023	03/31/2023	03/29/2023 – Personal/Sick*
					04/07/2023 – Vacation**
Friday, April 07, 2023	Monday, April 10, 2023	03/27/2023	04/09/2023	04/14/2023	04/12/2023 – Personal/Sick*
Friday, April 21, 2023	Monday, April 24, 2023	04/10/2023	04/23/2023	04/28/2023	04/26/2023 – Personal/Sick*
					05/05/2023 – Vacation**
Friday, May 05, 2023	Monday, May 08, 2023	04/24/2023	05/07/2023	05/12/2023	05/10/2023 – Personal/Sick*
Friday, May 19, 2023	Monday, May 22, 2023	05/08/2023	05/21/2023	05/26/2023	05/24/2023 – Personal/Sick*
					06/07/2023 – Vacation**
Friday, June 02, 2023	Monday, June 05, 2023	05/22/2023	06/04/2023	06/09/2023	06/07/2023 – Personal/Sick*
Wednesday, June 14, 2023 (tentative)	Friday, June 16, 2023 (tentative)	06/05/2023	06/18/2023	06/23/2023	06/21/2023 – Personal/Sick*
					07/07/2023 – Vacation**

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm 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.