

Monthly Payroll Leave Report Schedule

| Year | Pay Period Number | Pay Period Start | Pay Period End | Reporting Period Start | Reporting Period End | Employee Submit Deadline - Time Entry Cutoff (11:59 P.M.) | Approver Deadline - Leave Report Due Date (9:00 A.M.) | Check Issue Date |
|------|-------------------|------------------|----------------|------------------------|----------------------|---|---|------------------|
| 2021 | 13 | 06/01/21 | 06/30/21 | 06/16/21 | 06/30/21 | 06/15/21 | 06/17/21 | 06/30/21 |
| 2021 | 7 | 07/01/21 | 07/31/21 | 07/01/21 | 07/15/21 | 07/15/21 | 07/19/21 | 07/30/21 |
| 2021 | 8 | 08/01/21 | 08/31/21 | 07/16/21 | 08/15/21 | 08/15/21 | 08/17/21 | 08/31/21 |
| 2021 | 9 | 09/01/21 | 09/30/21 | 08/16/21 | 09/15/21 | 09/15/21 | 09/17/21 | 09/30/21 |
| 2021 | 10 | 10/01/21 | 10/31/21 | 09/16/21 | 10/15/21 | 10/15/21 | 10/18/21 | 10/29/21 |
| 2021 | 11 | 11/01/21 | 11/30/21 | 10/16/21 | 11/15/21 | 11/15/21 | 11/17/21 | 11/30/21 |
| 2021 | 12 | 12/01/21 | 12/31/21 | 11/16/21 | 12/15/21 | 12/13/21 | 12/14/21 | 12/23/21 |
| 2022 | 1 | 01/01/22 | 01/31/22 | 12/16/21 | 01/15/22 | 01/15/22 | 01/18/22 | 01/31/22 |
| 2022 | 2 | 02/01/22 | 02/28/22 | 01/16/22 | 02/15/22 | 02/15/22 | 02/17/22 | 02/28/22 |
| 2022 | 3 | 03/01/22 | 03/31/22 | 02/16/22 | 03/15/22 | 03/15/22 | 03/17/22 | 03/31/22 |
| 2022 | 4 | 04/01/22 | 04/30/22 | 03/16/22 | 04/15/22 | 04/15/22 | 04/18/22 | 04/29/22 |
| 2022 | 5 | 05/01/22 | 05/31/22 | 04/16/22 | 05/15/22 | 05/15/22 | 05/17/22 | 05/31/22 |
| 2022 | 6 | 06/01/22 | 06/30/22 | 05/16/22 | 06/15/22 | 06/15/22 | 06/17/22 | 06/30/22 |
| 2022 | 13 | 06/01/22 | 06/30/22 | 06/16/22 | 06/30/22 | 06/15/22 | 06/17/22 | 06/30/22 |
| 2022 | 7 | 07/01/22 | 07/31/22 | 07/01/22 | 07/15/22 | 07/15/22 | 07/18/22 | 07/29/22 |
| 2022 | 8 | 08/01/22 | 08/31/22 | 07/16/22 | 08/15/22 | 08/15/22 | 08/17/22 | 08/31/22 |
| 2022 | 9 | 09/01/22 | 09/30/22 | 08/16/22 | 09/15/22 | 09/15/22 | 09/19/22 | 09/30/22 |
| 2022 | 10 | 10/01/22 | 10/31/22 | 09/16/22 | 10/15/22 | 10/15/22 | 10/18/22 | 10/31/22 |
| 2022 | 11 | 11/01/22 | 11/30/22 | 10/16/22 | 11/15/22 | 11/15/22 | 11/17/22 | 11/30/22 |
| 2022 | 12 | 12/01/22 | 12/31/22 | 11/16/22 | 12/15/22 | 12/12/22 | 12/13/22 | 12/23/22 |