

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 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***
Dec A	11/27/16-12/10/16	12/13/2016	11/28/2016	12/22/2016	
Dec B	12/11/16-12/24/16	12/27/2016	12/12/2016	1/5/2017	End of Fall 14-week Semester 12/16/16
Jan A	12/25/16-01/7/17	1/10/2017	12/26/2016	1/19/2017	Interim Begins 1/03/17
Jan B	01/08/17-1/21/17	01/24/17	1/9/2017	2/2/2017	Interim Ends 1/20/17
Feb A	1/22/17-02/04/17	02/07/17	1/23/2017	2/16/2017	Spring Semester Start 01/30/2017
Feb B	02/05/17-02/18/17	Mon 02/20/17**	2/6/2017	3/2/2017	HRS UPGRADE - HRS DOWN 02/22-02/26/17
Mar A	02/19/17-03/4/17	03/07/17	2/20/2017	3/16/2017	
Mar B	03/05/17-03/18/17	Mon 3/20/17**	3/6/2017	3/30/2017	
Apr A	03/19/17-04/01/17	04/04/17	3/20/2016	4/13/2017	Spring Break 3/19 - 3/26/2017
Apr B	04/02/17-04/15/17	04/18/17	4/3/2017	4/27/2017	
Apr C	04/16/17-04/29/17	05/02/17	4/17/2017	5/11/2017	
May A	04/30/17-05/13/17	Mon 05/15/17**	5/1/2017	5/25/2017	End of AY Work Study
May B	05/14/17-05/27/17	05/30/17	5/15/2017	6/8/2017	No Work Study; Interim Begins 5/15/17
June A	05/28/17-06/10/17	Mon 06/12/17**	5/29/2017	6/22/2017	No Work Study; End of STEP Funds, Interim Ends 6/02/17
June B	06/11/17-06/24/17	Mon 06/26/17**	6/12/2017	7/6/2017	Begin Summer Work Study; Last pay period of FY 16; Summer AY Begin 6/12/2017
July A	06/25/17-07/08/17	07/11/17	6/26/2017	7/20/2017	
July B	07/09/17-07/22/17	07/25/17	7/10/2017	8/3/2017	
Aug A	07/23/17-08/05/17	08/08/17	7/24/2017	8/17/2017	Summer AY Ends 8/04/17***
Aug B	08/06/17-08/19/17	08/22/17	8/7/2017	8/31/2017	
Sept A	08/20/17-09/02/17	9/5/2017	8/21/2017	9/14/2017	Summer Work Study Ends 09/03/16***
Sept B	09/03/17-09/16/17	9/19/2017	9/4/2017	9/28/2017	AY Work Study Begins 9/03/17; Start AY 2017-2018, tentative start STEP Funds
Oct A	09/17/17-09/30/17	10/3/2017	9/18/2017	10/12/2017	
Oct B	10/01/17-10/14/17	Mon 10/16/17**	10/2/2017	10/26/2017	
Oct C	10/15/17-10/28/17	10/31/2017	10/16/2017	11/9/2017	
Nov A	10/29/17-11/11/17	Mon 11/13/17**	10/30/2017	11/22/2017	
Nov B	11/12/17-11/25/17	11/28/2017	11/13/2017	12/7/2017	Thanksgiving Recess 11/22 - 11/26/17
Dec A	11/26/17-12/09/17	12/12/2017	11/27/2017	12/21/2017	
Dec B	12/10/17-12/23/17	12/26/2017	12/11/2017	1/4/2018	End of Fall 14-week Semester 12/15/17
Jan A	12/24/17-01/6/18	1/9/2018	12/25/2016	1/18/2018	Interim Begins 1/02/2018

***MUST BE APPROVED BY NOON**

****EARLY APPROVAL**

AY-ACADEMIC YEAR

FY-FISCAL YEAR

PR-PAYROLL

WS- Work Study

*** Summer work study ends 08/04/2017 only for those students that are not enrolled in Fall 2017 courses.

If student is enrolled in Fall 2017 courses the summer work study ends on 09/02/2017.

Contact Human Resources with Questions

Phone: 920/424-1166; Fax: 920/424-2021