ABSENCE MANAGEMENT DEADLINE FOR 2017

			HOURLY CALENDAR	SALARY CALENDAR
Pay Period	**Pay Period Beg/End Dates**	**Pay Period Days / Hours**	**Deadline for AM Approval by 5pm**	**Deadline for AM Approval by 5pm**
December 2016	12/1 - 12/31	22/176	1/3/17	1/6/17
January 2017	1/1 - 1/31	22/176	2/2/17	2/6/17
February 2017	2/1 - 3/1	21/168	3/3/17	3/7/17
March 2017	3/2 - 3/31	22/176	4/3/17	4/7/17
April 2017	4/1 - 5/1	21/168	5/3/17	5/8/17
May 2017	5/2 - 5/31	22/176	6/2/17	6/6/17
June 2017	6/1 - 6/30	22/176	7/3/17	7/6/17
July 2017	7/1 - 8/1	22/176	8/2/17	8/8/17
August 2017	8/2 - 8/31	22/176	8/31/17	9/7/17
September 2017	9/1 - 9/30	21/168	10/3/17	10/6/17
October 2017	10/1 - 10/31	22/176	11/2/17	11/6/17
November 2017	11/1 - 11/30	22/176	12/4/17	12/6/17
December 2017	12/1 - 12/31	21/168	1/3/18	1/5/18

Deadlines for ***employee*** AM entries and Timekeeper Review based on College or Department Operations.

Absense information can be keyed, reviewed and/or approved daily or weekly to accommondate deadlines.

Absences 90 calendar days past or 30 calendar days forward can be keyed in AM.

All changes, adjustments, corrections, and/or outside the 90/30 day timeline must be keyed by Payroll. ***Please submit an AM634 form.***