

ABSENCE MANAGEMENT DEADLINE FOR 2019

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2019	1/1-1/30	22/176	2/5/2019
February 2019	1/31 - 2/28	21/168	3/5/2019
March 2019	3/1 - 3/31	21/168	4/5/2019
April 2019	4/1 - 4/30	22/176	5/7/2019
May 2019	5/1 - 5/30	22/176	6/5/2019
June 2019	5/31 - 6/30	21/168	7/8/2019
July 2019	7/1 - 7/30	22/176	8/6/2019
August 2019	7/31 - 8/29	22/176	9/6/2019
September 2019	8/30 - 9/30	22/176	10/4/2019
October 2019	10/1 - 10/30	22/176	11/5/2019
November 2019	10/31 - 11/30	22/176	12/5/2019
December 2019	12/1 - 12/31	22/176	1/6/2020
January 2020	1/1 - 1/30	22/176	2/5/2020

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

Absence information can be keyed, reviewed and/or approved daily or weekly to accommodate College/Department and AMSS deadlines.
<u>Prior Absences</u> , 90 calendar days or less, can be keyed in AMSS by the employee and approved by the manager.
<u>Future Absences</u> occurring within the next 30 calendar days can be keyed in AMSS. Approval by the manager is done when the calendar is opened.
All changes, adjustments, corrections, or outside the 90 calendar day timeline must be keyed by Payroll Services. Please submit an AM634 form ~ form is on Payroll Services website.