

# ABSENCE MANAGEMENT DEADLINE FOR 2020

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2020	1/1-1/30	22/176	2/5/2020
February 2020	1/31 - 2/29	21/168	3/5/2020
March 2020	3/1 - 3/31	22/176	4/6/2020
April 2020	4/1 - 4/30	22/176	5/5/2020
May 2020	5/1 - 5/31	21/168	6/5/2020
June 2020	6/1 - 6/30	22/168	7/6/2020
July 2020	7/1 - 7/30	22/176	8/5/2020
August 2020	7/31 - 8/31	22/176	9/4/2020
September 2020	9/1 - 9/30	22/176	10/6/2020
October 2020	10/1 - 10/31	22/176	11/5/2020
November 2020	11/1 - 12/1	22/176	12/7/2020
December 2020	12/2 - 12/31	22/176	1/7/2021
January 2021	1/1 - 1/31	21/168	2/5/2021

## 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.