

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 2021	1/1-1/31	21/168	2/4/2021
February 2021	2/1 - 3/1	21/168	3/5/2021
March 2021	3/2 - 3/31	22/176	4/6/2021
April 2021	4/1 - 4/30	22/176	5/5/2021
May 2021	5/1 - 5/31	21/168	6/4/2021
June 2021	6/1 - 6/30	22/176	7/6/2021
July 2021	7/1 - 7/31	22/176	8/5/2021
August 2021	8/1 - 8/31	22/176	9/7/2021
September 2021	9/1 - 9/30	22/176	10/6/2021
October 2021	10/1 - 11/1	22/176	11/5/2021
November 2021	11/2 - 12/1	22/176	12/7/2021
December 2021	12/2 - 12/31	22/176	1/5/2022
January 2022	1/1 - 1/31	21/168	2/4/2022

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. <i>Please submit an AM634 form ~ form is on Payroll Services website.</i>