

# ABSENCE MANAGEMENT DEADLINE FOR 2022

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2022	1/1-1/31	21/168	2/4/2022
February 2022	2/1 - 3/1	21/168	3/7/2022
March 2022	3/2 - 3/31	22/176	4/6/2022
April 2022	4/1 - 4/30	21/168	5/5/2022
May 2022	5/1 - 5/31	22/176	6/6/2022
June 2022	6/1 - 6/30	22/176	7/6/2022
July 2022	7/1 - 8/1	22/176	8/5/2022
August 2022	8/2 - 8/31	22/176	9/6/2022
September 2022	9/1 - 9/30	22/176	10/6/2022
October 2022	10/1 - 10/31	21/168	11/4/2022
November 2022	11/1 - 11/30	22/176	12/6/2022
December 2022	12/1 - 12/31	22/176	1/5/2022
January 2023	1/1 - 1/31	21/168	2/6/2023

## 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.