

ABSENCE MANAGEMENT DEADLINE FOR 2024

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2024	1/1-1/30	22/176	2/5/2024
February 2024	1/31 - 2/29	22/176	3/6/2024
March 2024	3/1 - 3/31	21/168	4/5/2024
April 2024	4/1 - 4/30	22/176	5/6/2024
May 2024	5/1 - 5/30	22/176	6/5/2024
June 2024	5/31 - 6/30	21/168	7/3/2024
July 2024	7/1 - 7/30	22/176	8/5/2024
August 2024	7/31 - 8/29	22/176	9/5/2024
September 2024	8/30 - 9/30	22/176	10/4/2024
October 2024	10/1 - 10/30	22/176	11/5/2024
November 2024	10/31 - 11/30	22/176	12/5/2024
December 2024	12/1 - 12/31	22/176	1/6/2025

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>