

# ABSENCE MANAGEMENT DEADLINE FOR 2023

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2023	1/1-1/31	21/168	2/3/2023
February 2023	2/1 - 3/1	21/168	3/7/2023
March 2023	3/2 - 3/31	22/176	4/6/2023
April 2023	4/1 - 4/30	21/168	5/5/2023
May 2023	5/1 - 5/31	22/176	6/6/2023
June 2023	6/1 - 6/30	22/176	7/6/2023
July 2023	7/1 - 8/1	22/176	8/4/2023
August 2023	8/2 - 8/31	22/176	9/6/2023
September 2023	9/1 - 9/30	22/176	10/6/2023
October 2023	10/1 - 10/31	21/168	11/3/2023
November 2023	11/1 - 11/30	22/176	12/6/2023
December 2023	12/1 - 12/31	22/176	1/5/2024
January 2024	1/1 - 1/31	21/168	2/6/2024

## 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>