

ABSENCE MANAGEMENT DEADLINE FOR 2019

| | | | AM CALENDAR DEADLINE APPROVAL |
|----------------|--------------------------|-------------------------|---------------------------------|
| Pay Period | Pay Period Beg/End Dates | Pay Period Days / Hours | Deadline for AM Approval by 5pm |
| January 2019 | 1/1-1/30 | 22/176 | 2/5/2019 |
| February 2019 | 1/31 - 2/28 | 21/168 | 3/5/2019 |
| March 2019 | 3/1 - 3/31 | 21/168 | 4/5/2019 |
| April 2019 | 4/1 - 4/30 | 22/176 | 5/7/2019 |
| May 2019 | 5/1 - 5/30 | 22/176 | 6/5/2019 |
| June 2019 | 5/31 - 6/30 | 21/168 | 7/8/2019 |
| July 2019 | 7/1 - 7/30 | 22/176 | 8/6/2019 |
| August 2019 | 7/31 - 8/29 | 22/176 | 9/6/2019 |
| September 2019 | 8/30 - 9/30 | 22/176 | 10/4/2019 |
| October 2019 | 10/1 - 10/30 | 22/176 | 11/5/2019 |
| November 2019 | 10/31 - 11/30 | 22/176 | 12/5/2019 |
| December 2019 | 12/1 - 12/31 | 22/176 | 1/5/2020 |
| January 2020 | 1/1 - 1/30 | 22/176 | 2/5/2020 |

Deadlines for employee AMSS entries and Timekeeper Review based on College or Department Operations.

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| 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. |