

# ABSENCE MANAGEMENT DEADLINE FOR 2025

			AM CALENDAR DEADLINE APPROVAL
Pay Period	Pay Period Beg/End Dates	Pay Period Days / Hours	Deadline for AM Approval by 5pm
January 2025	01/01-01/30	22/176	2/7/2025
February 2025	01/31-02/28	21/168	3/7/2025
March 2025	03/01-03/31	21/168	3/28/2025
April 2025	04/01-04/30	22/176	4/30/2025
May 2025	05/01-05/31	22/176	5/30/2025
June 2025	06/01-06/30	21/168	6/30/2025
July 2025	07/01-07/30	22/176	7/30/2025
August 2025	07/31-08/31	22/176	8/29/2025
September 2025	09/01-09/30	22/176	9/30/2025
October 2025	10/01-10/30	22/176	10/30/2025
November 2025	10/31-12/01	22/176	12/1/2025
December 2025	12/02-12/31	22/176	12/31/2025

## 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>