

July 2023 – June 2024 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	PACT Date ----- Last day to submit HRPC TLAM requests	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 14, 2023	Monday, July 17, 2023	Thursday, July 13, 2023	07/03/2023	07/16/2023	07/21/2023	07/19/2023 – Personal/Sick*
Friday, July 28, 2023	Monday, July 31, 2023	Thursday, July 27, 2023	07/17/2023	07/30/2023	08/04/2023	08/03/2023 – Personal/Sick*
						08/07/2023 – Vacation**
Friday, August 11, 2023	Monday, August 14, 2023	Thursday, August 10, 2023	07/31/2023	08/13/2023	08/18/2023	08/16/2023 – Personal/Sick*
Friday, August 25, 2023	Monday, August 28, 2023	Thursday, August 24, 2023	08/14/2023	08/27/2023	09/01/2023	08/29/2023 – Personal/Sick*
						09/07/2023 – Vacation**
Friday, September 08, 2023	Monday, September 11, 2023	Thursday, September 7, 2023	08/28/2023	09/10/2023	09/15/2023	09/13/2023 – Personal/Sick*
Friday, September 22, 2023	Monday, September 25, 2023	Thursday, September 21, 2023	09/11/2023	09/24/2023	09/29/2023	09/27/2023 – Personal/Sick*
						10/05/2023 – Vacation**
Friday, October 06, 2023	Monday, October 09, 2023	Thursday, October 5, 2023	09/25/2023	10/08/2023	10/13/2023	10/11/2023 – Personal/Sick*
Friday, October 20, 2023	Monday, October 23, 2023	Monday, October 19, 2023	10/09/2023	10/22/2023	10/27/2023	10/25/2023 – Personal/Sick*
						11/06/2023 – Vacation**
Wednesday, November 01, 2023	Friday, November 03, 2023	Monday, October 30, 2023	10/23/2023	11/05/2023	11/10/2023	11/08/2023 – Personal/Sick*
Tuesday, November 14, 2023	Thursday, November 16, 2023	Monday, November 13, 2023	11/06/2023	11/19/2023	11/22/2023	11/20/2023 – Personal/Sick*
						12/05/2023 – Vacation**
Friday, December 01, 2023	Monday, December 04, 2023	Thursday, November 30, 2023	11/20/2023	12/03/2023	12/08/2023	12/06/2023 – Personal/Sick*
Friday, December 15, 2023	Monday, December 18, 2023	Thursday, December 14, 2023	12/04/2023	12/17/2023	12/22/2023	12/20/2023 – Personal/Sick*
Friday, December 22, 2023	Thursday, December 28, 2023	Thursday, December 21, 2023	12/18/2023	12/31/2023	01/05/2024	01/03/2024 – Personal/Sick*
						01/05/2024 – Vacation**

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month.

July 2023 – June 2024 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	PACT Date ----- Last day to submit HRPC TLAM requests	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Wednesday, January 10, 2024	Friday, January 12, 2024	Tuesday, January 9, 2024	01/01/2024	01/14/2024	01/19/2024	01/17/2024 – Personal/Sick*
Friday, January 26, 2024	Monday, January 29, 2024	Thursday, January 25, 2024	01/15/2024	01/28/2024	02/02/2024	01/31/2024 – Personal/Sick* 02/05/2024 – Vacation**
Friday, February 09, 2024	Monday, February 12, 2024	Thursday, February 8, 2024	01/29/2024	02/11/2024	02/16/2024	02/14/2024 – Personal/Sick*
Friday, February 23, 2024	Monday, February 26, 2024	Thursday, February 22, 2024	02/12/2024	02/25/2024	03/01/2024	02/28/2024 – Personal/Sick* 03/05/2024 – Vacation**
Friday, March 08, 2024	Monday, March 11, 2024	Thursday, March 7, 2024	02/26/2024	03/10/2024	03/15/2024	03/13/2024 – Personal/Sick*
Friday, March 22, 2024	Monday, March 25, 2024	Thursday, March 21, 2024	03/11/2024	03/24/2024	03/29/2024	03/27/2024 – Personal/Sick* 04/05/2024 – Vacation**
Friday, April 05, 2024	Monday, April 08, 2024	Thursday, April 4, 2024	03/25/2024	04/07/2024	04/12/2024	04/10/2024 – Personal/Sick*
Friday, April 19, 2024	Monday, April 22, 2024	Thursday, April 18, 2024	04/08/2024	04/21/2024	04/26/2024	04/24/2024 – Personal/Sick* 05/03/2024 – Vacation**
Friday, May 03, 2024	Monday, May 06, 2024	Thursday, May 2, 2024	04/22/2024	05/05/2024	05/10/2024	05/08/2024 – Personal/Sick*
Friday, May 17, 2024	Monday, May 20, 2024	Thursday, May 16, 2024	05/06/2024	05/19/2024	05/24/2024	05/22/2024 – Personal/Sick* 06/05/2024 – Vacation**
Friday, May 31, 2024	Monday, June 03, 2024	Thursday, May 30, 2024	05/20/2024	06/02/2024	06/07/2024	06/05/2024 – Personal/Sick*
Friday, June 14, 2024	Monday, June 17, 2024	Thursday, June 13, 2024	06/03/2024	06/16/2024	06/21/2024	06/19/2024 – Personal/Sick*
Friday, June 28, 2024	Monday, July 1, 2024	Thursday, June 27, 2024	06/17/2024	06/30/2024	07/05/2024	07/03/2024 – Personal/Sick*

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month.