

# 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 Exception Review & Clearing Deadline (12 PM)	PACT Date for DTA Requests* ----- HRPC-TLAM Team Request Closing Date*	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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***

**Notes:**

- PACT\* changes are DTA requests for reporting relationship changes, timesheet adjustments, void absence requests, timesheet delegation request and any other payroll related change.
- 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 payperiod.
- \*\*Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave. SSA employees earn sick time at the end of the month.
- \*\*Vacation/Sick time earned at month end is applied to the employee’s balance at the beginning of the following month.

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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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***

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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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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*** Vacation/Sick – SSA only***
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**

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