

	Leave & OT Processing period	Employee Timesheet Deadline	Supervisor Timesheet Deadline	Check Date	
December	10/17-11/13		12/7/2021	12/30/2021	
January	11/14-12/11	12/13/2021	12/15/2021	1/14/2022	*****
	12/12-1/8	1/10/2022	1/12/2022	1/31/2022	
February				2/15/2022	
	1/9-2/5	2/7/2022	2/9/2022	2/28/2022	
March				3/15/2022	
	2/6-3/5	3/7/2022	3/9/2022	3/31/2022	
April				4/15/2022	
	3/6-4/2	4/4/2022	4/6/2022	4/29/2022	
May				5/13/2022	
	4/3-4/30	5/2/2022	5/4/2022	5/31/2022	
June				6/15/2022	
	5/1-5/28	5/30/2022	6/2/2022	6/30/2022	
July				7/15/2022	
	5/29-6/25	6/27/2022	6/29/2022	7/29/2022	
August				8/15/2022	
	6/26-7/23	7/25/2022	7/27/2022	8/31/2022	
September				9/15/2022	
	7/24-8/20	8/22/2022	8/24/2022	9/30/2022	
October				10/14/2022	
	8/21-9/17	9/19/2022	9/21/2022	10/31/2022	
November	9/18-10/15	10/17/2022	10/19/2022	11/15/2022	*****
	10/16-11/12	11/14/2022	11/16/2022	11/30/2022	
December				12/15/2022	
	11/13-12/10	12/12/2022	12/14/2022	12/30/2022	
January				1/13/2023	
	12/11-1/7	1/9/2023	1/11/2023	1/31/2023	

***** Represents OT catchup