

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

*****Represents OT catchup