

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