

# PART TIME/OVERTIME/LEAVE TAKEN

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