

Employee Time Sheet/Leave Sheet Schedule

Pay #	Pay Period		Employee Submittal Deadline by 11:59 PM	Supervisor Approval Deadline/ Paper Leave Request Due to		Pay Day
		to				
SM-11-23	Thursday, June 1, 2023	to	Thursday, June 15, 2023	Friday, June 16, 2023	Tuesday, June 20, 2023	Friday, June 30, 2023
SM-12-23	Friday, June 16, 2023	to	Friday, June 30, 2023	Monday, July 3, 2023	Wednesday, July 5, 2023	Friday, July 14, 2023
SM-13-23	Saturday, July 1, 2023	to	Saturday, July 15, 2023	Monday, July 17, 2023	Tuesday, July 18, 2023	Monday, July 31, 2023
SM-14-23	Sunday, July 16, 2023	to	Monday, July 31, 2023	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Tuesday, August 15, 2023
SM-15-23	Tuesday, August 1, 2023	to	Tuesday, August 15, 2023	Wednesday, August 16, 2023	Thursday, August 17, 2023	Thursday, August 31, 2023
SM-16-23	Wednesday, August 16, 2023	to	Thursday, August 31, 2023	Friday, September 1, 2023	Monday, September 4, 2023	Friday, September 15, 2023
SM-17-23	Friday, September 1, 2023	to	Friday, September 15, 2023	Monday, September 18, 2023	Tuesday, September 19, 2023	Friday, September 29, 2023
SM-18-23	Saturday, September 16, 2023	to	Saturday, September 30, 2023	Monday, October 2, 2023	Tuesday, October 3, 2023	Friday, October 13, 2023
SM-19-23	Sunday, October 1, 2023	to	Sunday, October 15, 2023	Monday, October 16, 2023	Tuesday, October 17, 2023	Tuesday, October 31, 2023
SM-20-23	Monday, October 16, 2023	to	Tuesday, October 31, 2023	Wednesday, November 1, 2023	Thursday, November 2, 2023	Wednesday, November 15, 2023
SM-21-23	Wednesday, November 1, 2023	to	Wednesday, November 15, 2023	Thursday, November 16, 2023	Friday, November 17, 2023	Thursday, November 30, 2023
SM-22-23	Thursday, November 16, 2023	to	Thursday, November 30, 2023	Friday, December 1, 2023	Monday, December 4, 2023	Friday, December 15, 2023
SM-23-23	Friday, December 1, 2023	to	Friday, December 15, 2023	Monday, December 18, 2023	Tuesday, December 19, 2023	Friday, December 29, 2023
SM-24-23	Saturday, December 16, 2023	to	Sunday, December 31, 2023	Tuesday, January 2, 2024	Wednesday, January 3, 2024	Friday, January 12, 2024
SM-1-24	Monday, January 1, 2024	to	Monday, January 15, 2024	Tuesday, January 16, 2024	Wednesday, January 17, 2024	Wednesday, January 31, 2024
SM-2-24	Tuesday, January 16, 2024	to	Wednesday, January 31, 2024	Thursday, February 1, 2024	Friday, February 2, 2024	Thursday, February 15, 2024
SM-3-24	Thursday, February 1, 2024	to	Thursday, February 15, 2024	Friday, February 16, 2024	Monday, February 19, 2024	Thursday, February 29, 2024
SM-4-24	Friday, February 16, 2024	to	Thursday, February 29, 2024	Friday, March 1, 2024	Monday, March 4, 2024	Friday, March 15, 2024
SM-5-24	Friday, March 1, 2024	to	Friday, March 15, 2024	Monday, March 18, 2024	Tuesday, March 19, 2024	Friday, March 29, 2024
SM-6-24	Saturday, March 16, 2024	to	Sunday, March 31, 2024	Monday, April 1, 2024	Tuesday, April 2, 2024	Monday, April 15, 2024
SM-7-24	Monday, April 1, 2024	to	Monday, April 15, 2024	Tuesday, April 16, 2024	Wednesday, April 17, 2024	Tuesday, April 30, 2024
SM-8-24	Tuesday, April 16, 2024	to	Tuesday, April 30, 2024	Wednesday, May 1, 2024	Thursday, May 2, 2024	Wednesday, May 15, 2024
SM-9-24	Wednesday, May 1, 2024	to	Wednesday, May 15, 2024	Thursday, May 16, 2024	Friday, May 17, 2024	Friday, May 31, 2024
SM-10-24	Thursday, May 16, 2024	to	Friday, May 31, 2024	Monday, June 3, 2024	Tuesday, June 4, 2024	Friday, June 14, 2024
SM-11-24	Saturday, June 1, 2024	to	Saturday, June 15, 2024	Monday, June 17, 2024	Tuesday, June 18, 2024	Friday, June 28, 2024
SM-12-24	Sunday, June 16, 2024	to	Sunday, June 30, 2024	Monday, July 1, 2024	Tuesday, July 2, 2024	Monday, July 15, 2024

New time sheet accessible online at midnight after the supervisor's approval deadline of the prior pay period