

**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-13-22	Friday, July 1, 2022	to	Friday, July 15, 2022	Monday, July 18, 2022	Tuesday, July 19, 2022	Friday, July 29, 2022
SM-14-22	Saturday, July 16, 2022	to	Sunday, July 31, 2022	Monday, August 1, 2022	Tuesday, August 2, 2022	Monday, August 15, 2022
SM-15-22	Monday, August 1, 2022	to	Monday, August 15, 2022	Tuesday, August 16, 2022	Wednesday, August 17, 2022	Wednesday, August 31, 2022
SM-16-22	Tuesday, August 16, 2022	to	Wednesday, August 31, 2022	Thursday, September 1, 2022	Friday, September 2, 2022	Thursday, September 15, 2022
SM-17-22	Thursday, September 1, 2022	to	Thursday, September 15, 2022	Friday, September 16, 2022	Monday, September 19, 2022	Friday, September 30, 2022
SM-18-22	Friday, September 16, 2022	to	Friday, September 30, 2022	Monday, October 3, 2022	Tuesday, October 4, 2022	Friday, October 14, 2022
SM-19-22	Saturday, October 1, 2022	to	Saturday, October 15, 2022	Monday, October 17, 2022	Tuesday, October 18, 2022	Monday, October 31, 2022
SM-20-22	Sunday, October 16, 2022	to	Monday, October 31, 2022	Tuesday, November 1, 2022	Wednesday, November 2, 2022	Tuesday, November 15, 2022
SM-21-22	Tuesday, November 1, 2022	to	Tuesday, November 15, 2022	Wednesday, November 16, 2022	Thursday, November 17, 2022	Wednesday, November 30, 2022
SM-22-22	Wednesday, November 16, 2022	to	Wednesday, November 30, 2022	Thursday, December 1, 2022	Friday, December 2, 2022	Thursday, December 15, 2022
SM-23-22	Thursday, December 1, 2022	to	Thursday, December 15, 2022	Friday, December 16, 2022	Monday, December 19, 2022	Friday, December 30, 2022
SM-24-22	Friday, December 16, 2022	to	Saturday, December 31, 2022	Tuesday, January 3, 2023	Wednesday, January 4, 2023	Friday, January 13, 2023
SM-1-23	Sunday, January 1, 2023	to	Sunday, January 15, 2023	Monday, January 16, 2023	Tuesday, January 17, 2023	Tuesday, January 31, 2023
SM-2-23	Monday, January 16, 2023	to	Tuesday, January 31, 2023	Wednesday, February 1, 2023	Thursday, February 2, 2023	Wednesday, February 15, 2023
SM-3-23	Wednesday, February 1, 2023	to	Wednesday, February 15, 2023	Thursday, February 16, 2023	Friday, February 17, 2023	Tuesday, February 28, 2023
SM-4-23	Thursday, February 16, 2023	to	Tuesday, February 28, 2023	Wednesday, March 1, 2023	Thursday, March 2, 2023	Wednesday, March 15, 2023
SM-5-23	Wednesday, March 1, 2023	to	Wednesday, March 15, 2023	Thursday, March 16, 2023	Friday, March 17, 2023	Friday, March 31, 2023
SM-6-23	Thursday, March 16, 2023	to	Friday, March 31, 2023	Monday, April 3, 2023	Tuesday, April 4, 2023	Friday, April 14, 2023
SM-7-23	Saturday, April 1, 2023	to	Saturday, April 15, 2023	Monday, April 17, 2023	Tuesday, April 18, 2023	Friday, April 28, 2023
SM-8-23	Sunday, April 16, 2023	to	Sunday, April 30, 2023	Monday, May 1, 2023	Tuesday, May 2, 2023	Monday, May 15, 2023
SM-9-23	Monday, May 1, 2023	to	Monday, May 15, 2023	Tuesday, May 16, 2023	Wednesday, May 17, 2023	Wednesday, May 31, 2023
SM-10-23	Tuesday, May 16, 2023	to	Wednesday, May 31, 2023	Thursday, June 1, 2023	Friday, June 2, 2023	Thursday, June 15, 2023
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

*Dates may vary due to Holiday*

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