### October 2022 TL/Payroll Schedule

| Sunday        | Monday                          | <u>Tuesday</u>                       | Wednesday                                | Thursday  | Friday                             | Saturday |
|---------------|---------------------------------|--------------------------------------|--|---|------------------------------------|----------|
|               |                                 |                                      |  |   |                                    | 1        |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
| 2             | 3                               | 4                                    | 5  | 6   | 1                                  | 8        |
|               |                                 | Payroll Open/Close: Weekly (10/7)    | TL Rpt Deadline: Weekly (10/14)          | TL Appr Deadline: Weekly (10/14)                                | Check Date: Weekly                 |          |
|               |                                 | Payroll Open/Close: Biweekly (10/7)  |  | Payroll Opens: TchFell (10/14)                                  | Check Date: Biweekly               |          |
|               |                                 |                                      |  |   | Payroll Closes: TchFell (10/14)    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  | Absence Approval Deadline                                       |                                    |          |
|               |                                 |                                      | Absence Reporting Deadline               | Absence Processing  |                                    |          |
| 9             | 10                              | 11                                   |  |   | 14                                 | 15       |
| l             | Columbus Day                    | Payroll Open/Close: Weekly (10/14)   | ' <del>'</del>                           | TL Rpt Deadline: Weekly (10/21)                                 | Check Date: Weekly                 |          |
|               | 30.4240                         | Layren epermeneer recently (10/11)   |  | TL Rpt Deadline: Biweekly (10/21)                               | TL Appr Deadline: Weekly (10/21)   |          |
|               |                                 |                                      |  |   | TL Appr Deadline: Biweekly (10/21) |          |
|               |                                 |                                      |  |   | Check Date: Teaching Fellows       |          |
|               |                                 |                                      |  |   | ·                                  |          |
|               |                                 |                                      |  |   | Absence Approval Deadline          |          |
|               |                                 |                                      |  | Absence Reporting Deadline                                      | Absence Processing                 |          |
| 16            |                                 |                                      | 19                                       | -   |                                    | 22       |
|               | File Deadline: Stipend          | Payroll Open/Close: Weekly (10/21)   |  | TL Rpt Deadline: Weekly (10/28)                                 | Check Date: Weekly                 |          |
|               |                                 | Payroll Open/Close: Biweekly (10/21) |  |   | Check Date: Biweekly               |          |
|               |                                 |                                      |  |   | TL Appr Deadline: Weekly (10/28)   |          |
|               |                                 |                                      |  |   | Payroll Opens: Monthly (10/31)     |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      | Absence Assertal Citals                  | Absonce Deposition Deposition                                   | Absence Approval Deadline          |          |
| 23            | 24                              | 25                                   | Absence Accrual Cycle 26                 | Absence Reporting Deadline 27                                   | Absence Processing 28              | 29       |
| 23            | Payroll Closes: Monthly (10/31) | Payroll Open/Close: Weekly (10/28)   | Payroll Opens: Stipend (11/1)            | TL Rpt Deadline: Weekly (11/4)                                  | Check Date: Weekly                 | 29       |
|               | ayron Gloses. Morning (10/31)   | ayron Openiouse. Weekly (10/20)      | ayron Opens. Supena (11/1)               | TL Rpt Deadline: Weekly (11/4) TL Rpt Deadline: Biweekly (11/4) | TL Appr Deadline: Weekly (11/4)    |          |
|               |                                 |                                      |  | Payroll Closes: Stipend (11/1)                                  | TL Appr Deadline: Weekly (11/4)    |          |
|               |                                 |                                      |  | . ay.c. closes, cupona (11/1)                                   | 127 pp. Doddino. Dividolay (11/4)  |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   | Absence Approval Deadline          |          |
|               |                                 |                                      |  | Absence Reporting Deadline                                      | Absence Processing                 |          |
| 30            |                                 |                                      |  |   |                                    |          |
|               | Check Date: Monthly             |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
|               |                                 |                                      |  |   |                                    |          |
| Weekly = Yel  |                                 |                                      | Dates in Parentheses refer to the associ | ciated Check Date   |                                    |          |
| Biweekly = Bl |                                 |                                      | All Dates/Deadlines subject to change    |   |                                    |          |
| Teaching Fel  |                                 |                                      |  |   |                                    |          |

## November 2022 TL/Payroll Schedule

| <u>Sunday</u> | <u>Monday</u>                      | <u>Tuesday</u>                       | <u>Wednesday</u>   | Thursday                           | <u>Friday</u>                      | <u>Saturday</u> |
|---------------|------------------------------------|--------------------------------------|--|------------------------------------|------------------------------------|-----------------|
|               |                                    | 1                                    | 2  | 3                                  | 4                                  | 5               |
|               |                                    | Payroll Open/Close: Weekly (11/4)    | TL Rpt Deadline: Weekly (11/10)                                  | TL Appr Deadline: Weekly (11/10)   | Check Date: Weekly                 |                 |
|               |                                    | Payroll Open/Close: Biweekly (11/4)  |  |                                    | Check Date: Biweekly               |                 |
|               |                                    | Check Date: Stipend                  |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      |  | Absence Approval Deadline          |                                    |                 |
|               |                                    |                                      | Absence Reporting Deadline                                       | Absence Processing                 |                                    |                 |
| 6             | 7                                  | 8                                    | 9  | 10                                 |                                    | 12              |
|               | Payroll Open/Close: Weekly (11/10) | Payroll Opens: TchFell (11/15)       | TL Rpt Deadline: Weekly (11/18)                                  | Check Date: Weekly                 | Veteran's Day                      |                 |
|               |                                    |                                      | TL Rpt Deadline: Biweekly (11/18)                                | TL Appr Deadline: Weekly (11/18)   |                                    |                 |
|               |                                    |                                      | File Deadline: Stipend   | TL Appr Deadline: Biweekly (11/18) |                                    |                 |
|               |                                    |                                      | Payroll Closes: TchFell (11/15)                                  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      |  | Absence Approval Deadline          |                                    |                 |
|               |                                    |                                      | Absence Reporting Deadline                                       | Absence Processing                 |                                    |                 |
| 13            | 14                                 |                                      |  | 17                                 |                                    | 19              |
|               |                                    | Payroll Open/Close: Weekly (11/18)   | TL Appr Deadline: Weekly (11/23)                                 |                                    | Check Date: Weekly                 |                 |
|               |                                    | Payroll Open/Close: Biweekly (11/18) |  |                                    | Check Date: Biweekly               |                 |
|               |                                    | TL Rpt Deadline: Weekly (11/23)      |  |                                    | Payroll Open/Close: Weekly (11/23) |                 |
|               |                                    | Check Date: Teaching Fellows         |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      | Absence Accrual Cycle  |                                    |                                    |                 |
|               |                                    |                                      | Absence Approval Deadline  |                                    |                                    |                 |
|               |                                    | Absence Reporting Deadline           | Absence Processing   | 0.0                                |                                    |                 |
| 20            |                                    |                                      |  |                                    |                                    | 26              |
|               | Payroll Opens: Monthly (11/30)     | TL Rpt Deadline: Weekly (12/2)       | Check Date: Weekly   | Thanksgiving                       | Day After Thanksgiving             |                 |
|               |                                    |                                      | TL Appr Deadline: Weekly (12/2)                                  |                                    |                                    |                 |
|               |                                    |                                      | TL Appr Deadline: Biweekly (12/2) Payroll Closes: Stipend (12/1) |                                    |                                    |                 |
|               |                                    | Payroll Opens: Stipend (12/1)        | Payroli Closes: Stipend (12/1)                                   |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      | Absence Approval Deadline  |                                    |                                    |                 |
|               |                                    | Absence Reporting Deadline           | Absence Processing   |                                    |                                    |                 |
| 27            | 28                                 |                                      |  |                                    |                                    |                 |
| "             | 20                                 | Payroll Open/Close: Weekly (12/2)    | Check Date: Monthly  |                                    |                                    |                 |
|               |                                    | Payroll Open/Close: Biweekly (12/2)  | Check Date. Monthly  |                                    |                                    |                 |
| 1             |                                    | ayion Open/Glose. Diweekly (12/2)    |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
|               |                                    |                                      |  |                                    |                                    |                 |
| 1             |                                    |                                      |  |                                    |                                    |                 |
| Weekly = Ye   | llow                               |                                      | Dates in Parentheses refer to the assoc                          | ciated Check Date                  |                                    |                 |
| Piwookhy - P  |                                    |                                      | All Detec/Deadlines subject to change                            |                                    |                                    |                 |

All Dates/Deadlines subject to change

Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green

#### **December 2022 TL/Payroll Schedule**

| Sunday       | Monday                             | Tuesday                             | Wednesday                                     | Thursday                          | <u>Friday</u>                      | Saturday |
|--------------|------------------------------------|-------------------------------------|---|-----------------------------------|------------------------------------|----------|
|              |                                    |                                     |   | ·                                 | 1 2                                | 2        |
|              |                                    |                                     |   | TL Rpt Deadline: Weekly (12/9)    | Check Date: Weekly                 |          |
|              |                                    |                                     |   | Check Date: Stipend               | Check Date: BiWeekly               |          |
|              |                                    |                                     |   |                                   | TL Appr Deadline: Weekly (12/9)    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   | Absence Approval Deadline          |          |
|              |                                    |                                     |   | Absence Reporting Deadline        | Absence Processing                 |          |
|              | 5                                  | 6                                   | 7   | ' <u> </u>                        | 8                                  | 1        |
|              | File Deadline: Stipend             | Payroll Open/Close: Weekly (12/9)   |   | TL Rpt Deadline: Weekly (12/16)   | Check Date: Weekly                 |          |
|              |                                    |                                     |   | TL Rpt Deadline: Biweekly (12/16) | TL Appr Deadline: Weekly (12/16)   |          |
|              |                                    |                                     |   | Payroll Opens: TchFell (12/15)    | TL Appr Deadline: Biweekly (12/16) |          |
|              |                                    |                                     |   |                                   | Payroll Closes: TchFell (12/15)    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   | Absence Approval Deadline          |          |
|              |                                    |                                     |   | Absence Reporting Deadline        | Absence Processing                 |          |
| 1            | 1 12                               |                                     |   |                                   |                                    | 3 1      |
|              |                                    | Payroll Open/Close: Weekly (12/16)  | TL Rpt Deadline: Weekly (12/22)               | Payroll close: Monthly (12/22)    | Check Date: Weekly                 |          |
|              |                                    | Payroll Open/Close:Biweekly (12/16) | Payroll open: Monthly (12/22)                 | Payroll Opens: Stipend (12/22)    | Check Date: BiWeekly               |          |
|              |                                    |                                     |   | Check Date: Teaching Fellows      | Payroll Closes: Stipend (12/22)    |          |
|              |                                    |                                     |   | TL Appr Deadline: Weekly (12/22)  |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   | Absence Accrual Cycle             |                                    |          |
|              |                                    |                                     |   | Absence Approval Deadline         |                                    |          |
|              |                                    |                                     | Absence Reporting Deadline                    | Absence Processing                |                                    |          |
| 1            |                                    |                                     |   |                                   | 2                                  | 3 2      |
|              | Payroll Open/Close: Weekly (12/22) | TL Rpt Deadline: Weekly (12/30)     | TL Appr Deadline: Biweekly (12/30)            | Check Date: Weekly                |                                    |          |
|              |                                    | TL Rpt Deadline: Biweekly (12/30)   | TL Appr Deadline: Weekly (12/30)              | Check Date: Monthly               |                                    |          |
|              |                                    |                                     |   | Check Date: Stipend               |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   |                                   | 1/2 Day Christmas Eve              |          |
|              |                                    |                                     |   |                                   | (observed)                         |          |
|              |                                    |                                     | Absence Approval Deadline                     |                                   |                                    |          |
|              |                                    | Absence Reporting Deadline          | Absence Processing                            |                                   |                                    |          |
| 2            |                                    |                                     |   |                                   |                                    | 3        |
|              | Christmas Day (observed)           | Winter Recess                       | Winter Recess                                 | Winter Recess                     | Winter Recess                      |          |
|              |                                    | Payroll Open/Close: Weekly (12/30)  | TL Rpt Deadline: Weekly (1/7)                 | TL Appr Deadline: Weekly (1/7)    | Check Date: Weekly                 |          |
|              |                                    | Payroll Open/Close:Biweekly (12/30) |   |                                   | Check Date: BiWeekly               |          |
|              |                                    |                                     |   |                                   |                                    |          |
|              |                                    |                                     |   | Absence Approval Deadline         |                                    |          |
|              |                                    |                                     | Absence Reporting Deadline                    | Absence Processing                |                                    |          |
| Weekly = Y   | ellow                              |                                     | Dates in Parentheses refer to the association | ciated Check Date                 |                                    |          |
| Riwookly - I | NI.                                |                                     | All Dates/Deadlines subject to change         |                                   |                                    |          |

All Dates/Deadlines subject to change

Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green

# January 2023 TL/Payroll Schedule

| Sunday       | <u>Monday</u>  | Tuesday                             | Wednesday                               | Thursday                         | <u>Friday</u>                           | Saturday |
|--------------|--|-------------------------------------|---|----------------------------------|---|----------|
| 1            | 2  | 3                                   | 4                                       | l                                | 5                                       | 6 7      |
|              | New Years Day (Observed)   | Payroll Open/Close: Weekly (1/6)    |   | TL Rpt Deadline: Weekly (1/13)   | Check Date: Weekly                      |          |
|              |  |                                     |   | TL Rpt Deadline: Biweekly (1/13) | TL Appr Deadline: Weekly (1/13)         |          |
|              |  |                                     |   |                                  | TL Appr Deadline: Biweekly (1/13)       |          |
|              |  |                                     |   |                                  | Payroll Opens: TchFell (1/13)           |          |
|              |  |                                     |   |                                  | Absence Approval Deadline               |          |
|              |  |                                     |   | Absence Reporting Deadline       | Absence Processing                      |          |
| 8            | ·  | 10                                  |   |                                  |   | 3 14     |
|              | Payroll Closes: TchFell (1/13)   | Payroll Open/Close: Weekly (1/13)   | TL Rpt Deadline: Weekly (1/20)          | TL Appr Deadline: Weekly (1/20)  | Check Date: Weekly                      |          |
|              |  | Payroll Open/Close: Biweekly (1/13) |   |                                  | Check Date: Biweekly                    |          |
|              |  |                                     |   |                                  | Check Date: Teaching Fellows            |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     | l                                       | Absence Approval Deadline        |   |          |
|              |  |                                     | Absence Reporting Deadline              | Absence Processing               |   |          |
| 15           | The state of the s |                                     | 18                                      | -                                |   | 0 21     |
|              | Martin Luther King Day   | Payroll Open/Close: Weekly (1/20)   |   | TL Rpt Deadline: Weekly (1/27)   | Check Date: Weekly                      |          |
|              |  |                                     |   | TL Rpt Deadline: Biweekly (1/27) | TL Appr Deadline: Weekly (1/27)         |          |
|              |  |                                     |   | File Deadline: Stipend           | TL Appr Deadline: Biweekly (1/27)       |          |
|              |  |                                     |   |                                  | Alexander Annual Describer              |          |
|              |  | Absorber Association                |   | Alexander Danieltina Daniellina  | Absence Approval Deadline               |          |
| 22           | 23   | Absence Accrual Cycle 24            | 25                                      | Absence Reporting Deadline       | Absence Processing 26 2                 | 7 28     |
|              |  | Payroll Open/Close: Weekly (1/27)   | Payroll Opens: Monthly (1/31)           | Payroll Closes: Monthly (1/31)   | Check Date: Weekly                      | 7 20     |
|              |  | Payroll Open/Close: Biweekly (1/27) | Payroll Opens. Monthly (1/31)           | TL Rpt Deadline: Weekly (2/3)    | Check Date: Weekly Check Date: Biweekly |          |
|              |  | Payroli Open/Close: Biweekiy (1/27) |   | Payroll Open: Stipend (2/1)      | TL Appr Deadline: Weekly (2/3)          |          |
|              |  |                                     |   | Payroli Operi. Stiperid (2/1)    | TE Appli Deadillie. Weekly (2/3)        |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     |   |                                  | Absence Approval Deadline               |          |
|              |  |                                     |   | Absence Reporting Deadline       | Absence Processing                      |          |
| 29           | 30   | 31                                  |   | , accinc reporting bedding       | , accorded a rootsstring                |          |
| 23           | 1  | Payroll Open/Close: Weekly (2/3)    |   |                                  |   |          |
|              |  | Check Date: Monthly                 |   |                                  |   |          |
|              |  | Shoot Date. Menting                 |   |                                  |   |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     |   |                                  |   |          |
|              |  |                                     |   |                                  |   |          |
| Weekly = Ye  | llow   |                                     | Dates in Parentheses refer to the asso- | ciated Check Date                |   |          |
| Biweekly = B |  |                                     | All Dates/Deadlines subject to change   |                                  |   |          |
| Teaching Fe  |  |                                     | ,                                       |                                  |   |          |
| Manthly - C  |  |                                     |   |                                  |   |          |

#### February 2023 TL/Payroll Schedule

| Sunday       | Monday          | Tuesday                             | Wednesday                             |      | Thursday                          |    | <u>Friday</u>                           | 5  | Saturday |
|--------------|-----------------|-------------------------------------|---------------------------------------|------|-----------------------------------|----|---|----|----------|
|              |                 |                                     |                                       | 1    | -                                 | 2  | -                                       | 3  | 4        |
|              |                 |                                     | Check Date: Stipend                   |      | TL Rpt Deadline: Weekly (2/10)    |    | Check Date: Weekly                      |    |          |
| 1            |                 |                                     |                                       |      | TL Rpt Deadline: Biweekly (2/10)  |    | TL Appr Deadline: Weekly (2/10)         |    |          |
| 1            |                 |                                     |                                       |      |                                   |    | TL Appr Deadline: Biweekly (2/10)       |    |          |
| 1            |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    | Absence Approval Deadline               |    |          |
|              |                 |                                     |                                       |      | Absence Reporting Deadline        |    | Absence Processing                      |    |          |
| 5            | 6               |                                     |                                       | 8    |                                   | 9  |   | 10 | 11       |
|              |                 | Payroll Open/Close: Weekly (2/10)   |                                       |      | TL Rpt Deadline: Weekly (2/17)    |    | Check Date: Weekly                      |    |          |
|              |                 | Payroll Open/Close: Biweekly (2/10) |                                       |      | Payroll Opens: TchFell (2/15)     |    | Check Date: Biweekly                    |    |          |
|              |                 |                                     |                                       |      |                                   |    | Payroll Closes: TchFell (2/15)          |    |          |
|              |                 |                                     |                                       |      |                                   |    | TL Appr Deadline: Weekly (2/17)         |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    | Absence Approval Deadline               |    |          |
|              |                 |                                     |                                       |      | Absence Reporting Deadline        |    | Absence Processing                      |    |          |
| 12           | 13              |                                     |                                       | 15   |                                   | 16 |   | 17 | 18       |
|              |                 | Payroll Open/Close: Weekly (2/17)   | Check Date: Teaching Fellows          |      | TL Appr Deadline: Weekly (2/24)   |    | Check Date: Weekly                      |    |          |
|              |                 |                                     | TL Rpt Deadline: Weekly (2/24)        |      | TL Appr Deadline: Biweekly (2/24) |    |   |    |          |
|              |                 |                                     | TL Rpt Deadline: Biweekly (2/24)      |      | File Deadline: Stipend            |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      | Absence Accrual Cycle             |    |   |    |          |
|              |                 |                                     | Alexander Demonstration Describer     |      | Absence Approval Deadline         |    |   |    |          |
| 19           | 20              | 21                                  | Absence Reporting Deadline            |      | Absence Processing                | 23 |   | 24 | 25       |
| 19           | President's Day | Payroll Open/Close: Weekly (2/24)   | Payroll Opens: Monthly (2/28)         | 22   | TL Rpt Deadline: Weekly (3/3)     |    | Check Date: Weekly                      | 24 | 25       |
|              |                 | Payroll Open/Close: Weekly (2/24)   | Payroli Opens: Monthly (2/26)         |      | Payroll Open: Stipend (3/1)       |    | Check Date: Weekly Check Date: Biweekly |    |          |
|              |                 | Payroli Open/Close: Biweekiy (2/24) |                                       |      | Payroll Closes: Monthly (2/28)    |    | TL Appr Deadline: Weekly (3/3)          |    |          |
|              |                 |                                     |                                       |      | Payroli Closes. Monthly (2/28)    |    | Payroll Closes: Stipend (3/1)           |    |          |
|              |                 |                                     |                                       |      |                                   |    | Payroli Cioses. Superio (3/1)           |    |          |
|              |                 |                                     |                                       |      |                                   |    | Absence Approval Deadline               |    |          |
|              |                 |                                     |                                       |      | Absence Reporting Deadline        |    | Absence Processing                      |    |          |
| 26           | 27              | 28                                  |                                       |      | 7 taborico i toporting abadanio   |    | 7 ibbonies i recessing                  |    |          |
|              |                 | Payroll Open/Close: Weekly (3/3)    |                                       |      |                                   |    |   |    |          |
|              |                 | Check Date: Monthly                 |                                       |      |                                   |    |   |    |          |
|              |                 | ,,                                  |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
|              |                 |                                     |                                       |      |                                   |    |   |    |          |
| Weekly = Ye  | llow            |                                     | Dates in Parentheses refer to the as  | soci | ated Check Date                   |    |   |    |          |
| Biweekly = B |                 |                                     | All Dates/Deadlines subject to change | ge   |                                   |    |   |    |          |
| Teaching Fel | llows = Gold    |                                     |                                       |      |                                   |    |   |    |          |
| Monthly - Cr |                 | I                                   |                                       |      |                                   |    |   |    |          |

## March 2023 TL/Payroll Schedule

| Sunday          | <u>Monday</u>                 | Tuesday                             | <u>Wednesday</u>                       | Thursday                         | <u>Friday</u>                     | <u>Saturday</u> |
|-----------------|-------------------------------|-------------------------------------|--|----------------------------------|-----------------------------------|-----------------|
|                 |                               |                                     | 1                                      | 1                                | 2                                 | 3 4             |
|                 |                               |                                     | Check Date: Stipend                    | TL Rpt Deadline: Weekly (3/10)   | Check Date: Weekly                |                 |
|                 |                               |                                     |  | TL Rpt Deadline: Biweekly (3/10) | TL Appr Deadline: Weekly (3/10)   |                 |
|                 |                               |                                     |  |                                  | TL Appr Deadline: Biweekly (3/10) |                 |
|                 |                               |                                     |  |                                  |                                   |                 |
|                 |                               |                                     |  |                                  |                                   |                 |
|                 |                               |                                     |  |                                  | Absence Approval Deadline         |                 |
|                 |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |                 |
| 5               | 6                             | 7                                   | ļ                                      |                                  |                                   | 10 11           |
|                 |                               | Payroll Open/Close: Weekly (3/11)   |  | TL Rpt Deadline: Weekly (3/17)   | Check Date: Weekly                |                 |
|                 |                               | Payroll Open/Close: Biweekly (3/11) |  | Payroll Opens: TchFell (3/15)    | Check Date: Biweekly              |                 |
|                 |                               |                                     |  |                                  | TL Appr Deadline: Weekly (3/18)   |                 |
|                 |                               |                                     |  |                                  | Payroll Closes: TchFell (3/15)    |                 |
|                 |                               |                                     |  |                                  | Absence Approval Deadline         |                 |
|                 |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |                 |
| 12              | 13                            | 14                                  | 1!                                     |                                  |                                   | 17 18           |
| 12              |                               | Payroll Open/Close: Weekly (3/17)   | Check Date: Teaching Fellows           | TL Rpt Deadline: Weekly (3/24)   | Check Date: Weekly                | 17 10           |
|                 |                               | Payroll Open/Close. Weekly (5/17)   | Check Date. Teaching Fellows           | TL Rpt Deadline: Weekly (3/24)   | TL Appr Deadline: Weekly (3/24)   |                 |
|                 |                               |                                     |  | TE TO Deadine. Diweekly (3/24)   | TL Appr Deadline: Weekly (3/24)   |                 |
|                 |                               |                                     |  |                                  | File Deadline: Stipend            |                 |
|                 |                               |                                     |  |                                  | i lie Deadilite. Stiperid         |                 |
|                 |                               |                                     |  | Absence Accrual Cycle            | Absence Approval Deadline         |                 |
|                 |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |                 |
| 19              | 20                            | 21                                  | 22                                     |                                  |                                   | 24 25           |
|                 |                               | Payroll Open/Close: Weekly (3/24)   |  | TL Rpt Deadline: Weekly (3/31)   | Check Date: Weekly                |                 |
|                 |                               | Payroll Open/Close: Biweekly (3/24) |  | Payroll Opens: Monthly (3/31)    | Check Date: Biweekly              |                 |
|                 |                               | , , ,                               |  |                                  | TL Appr Deadline: Weekly (4/1)    |                 |
|                 |                               |                                     |  |                                  | Payroll Closes: Monthly (3/31)    |                 |
|                 |                               |                                     |  |                                  | Payroll Opens: Stipend (4/1)      |                 |
|                 |                               |                                     |  |                                  | Absence Approval Deadline         |                 |
|                 |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |                 |
| 26              | 27                            | 28                                  | 29                                     |                                  |                                   | 31              |
|                 | Payroll Closes: Stipend (4/1) | Payroll Open/Close: Weekly (3/31)   |  |                                  | Check Date: Weekly                |                 |
|                 |                               |                                     |  | TL Rpt Deadline: Weekly (4/07)   | Check Date: Monthly               |                 |
|                 |                               |                                     |  | TL Rpt Deadline: Biweekly (4/07) | Check Date: Stipend               |                 |
|                 |                               |                                     |  | , , ,                            | TL Appr Deadline: Weekly (4/07)   |                 |
|                 |                               |                                     |  |                                  | TL Appr Deadline: Biweekly (4/07) |                 |
|                 |                               |                                     |  |                                  | Absence Approval Deadline         |                 |
|                 |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |                 |
| Weekly = Ye     | llow                          |                                     | Dates in Parentheses refer to the asso |                                  |                                   |                 |
| Discondulus - D |                               |                                     | All Datas/Dasallinas aubisat to about  |                                  |                                   |                 |

All Dates/Deadlines subject to change

Biweekly = Holow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

# April 2023 TL/Payroll Schedule

| Sunday          | Monday                         | Tuesday                             | Wednesday             | <u>Thursday</u>                      | <u>Friday</u>                     | Saturday |
|-----------------|--------------------------------|-------------------------------------|-----------------------|--------------------------------------|-----------------------------------|----------|
|                 |                                |                                     |                       |                                      |                                   | 1        |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
| 2               | 3                              | 4                                   | 5                     | 6                                    | 7                                 | 7 8      |
| _               | Ĭ                              | Payroll Open/Close: Weekly (4/07)   | Ğ                     | TL Rpt Deadline: Weekly (4/14)       | Check Date: Weekly                | Ĭ        |
|                 |                                | Payroll Open/Close: Biweekly (4/07) |                       | 1.2. sp. Dedamie: 17 deily ( 1,7 1.) | Check Date: Biweekly              |          |
|                 |                                | rayion open, clede. Birdenay (1,01) |                       |                                      | TL Appr Deadline: Weekly (4/14)   |          |
|                 |                                |                                     |                       |                                      | Payroll Opens: TchFell (4/14)     |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      | Absence Approval Deadline         |          |
|                 |                                |                                     |                       | Absence Reporting Deadline           | Absence Processing                |          |
| 9               | 10                             | 11                                  |                       |                                      |                                   | 1 15     |
|                 | Payroll Closes: TchFell (4/14) | Payroll Open/Close: Weekly (4/14)   |                       | TL Rpt Deadline: Weekly (4/21)       | Check Date: Weekly                |          |
|                 |                                | , ,                                 |                       | TL Rpt Deadline: Biweekly (4/21)     | TL Appr Deadline: Weekly (4/21)   |          |
|                 |                                |                                     |                       |                                      | TL Appr Deadline: Biweekly (4/21) |          |
|                 |                                |                                     |                       |                                      | Check Date: Teaching Fellows      |          |
|                 |                                |                                     |                       |                                      | File Deadline: Stipend            |          |
|                 |                                |                                     |                       |                                      | Absence Approval Deadline         |          |
|                 |                                |                                     |                       | Absence Reporting Deadline           | Absence Processing                |          |
| 16              | 17                             | 18                                  | 19                    |                                      |                                   | 22       |
|                 |                                | Payroll Open/Close: Weekly (4/21)   |                       | TL Rpt Deadline: Weekly (4/28)       | Check Date: Weekly                |          |
|                 |                                | Payroll Open/Close: Biweekly (4/21) |                       | Payroll Opens: Monthly (4/28)        | Check Date: Biweekly              |          |
|                 |                                |                                     |                       |                                      | TL Appr Deadline: Weekly (4/28)   |          |
|                 |                                |                                     |                       |                                      | Payroll Open: Stipend (5/01)      |          |
|                 |                                |                                     |                       |                                      | Payroll Closes: Monthly (4/28)    |          |
|                 |                                |                                     |                       |                                      | Absence Approval Deadline         |          |
|                 |                                |                                     | Absence Accrual Cycle | Absence Reporting Deadline           | Absence Processing                |          |
| 23              | 24                             | 25                                  | 26                    | 27                                   |                                   | 3 29     |
|                 | Payroll Close: Stipend (5/01)  | Payroll Open/Close: Weekly (4/28)   |                       | TL Rpt Deadline: Weekly (5/5)        | Check Date: Weekly                |          |
|                 |                                |                                     |                       | TL Rpt Deadline: Biweekly (5/5)      | Check Date: Monthly               |          |
|                 |                                |                                     |                       |                                      | TL Appr Deadline: Weekly (5/5)    |          |
| 30              |                                |                                     |                       |                                      | TL Appr Deadline: Biweekly (5/5)  |          |
|                 |                                |                                     |                       |                                      |                                   |          |
|                 |                                |                                     |                       |                                      | Absence Approval Deadline         |          |
|                 |                                |                                     |                       | Absence Reporting Deadline           | Absence Processing                |          |
| Weekly = Yellow |                                |                                     |                       |                                      |                                   |          |

Biweekly = Blue
Teaching Fellows = Gold

Monthly = Green

#### May 2023 TL/Payroll Schedule

| <u>Sunday</u> | Monday                         | Tuesday                              | Wednesday                             |      | Thursday                         |    | <u>Friday</u>                     |    | Saturday |
|---------------|--------------------------------|--------------------------------------|---------------------------------------|------|----------------------------------|----|-----------------------------------|----|----------|
|               | 1                              | 2                                    |                                       | 3    | -                                | 4  | •                                 | 5  |          |
|               | Check Date: Stipend (5/01)     | Payroll Open/Close: Weekly (5/5)     |                                       |      | TL Rpt Deadline: Weekly (5/12)   |    | Check Date: Weekly                |    |          |
|               |                                | Payroll Open/Close: Biweekly (5/5)   |                                       |      |                                  |    | Check Date: Biweekly              |    |          |
|               |                                |                                      |                                       |      |                                  |    | TL Appr Deadline: Weekly (5/12)   |    |          |
|               |                                |                                      |                                       |      |                                  |    | Payroll Opens: TchFell (5/15)     |    |          |
|               |                                |                                      |                                       |      |                                  |    | Absence Approval Deadline         |    |          |
|               |                                |                                      |                                       |      | Absence Reporting Deadline       |    | Absence Processing                |    |          |
|               | 7 8                            | 9                                    |                                       | 10   |                                  | 11 |                                   | 12 |          |
|               | Payroll Closes: TchFell (5/15) | Payroll Open/Close: Weekly (5/12)    |                                       |      | TL Rpt Deadline: Weekly (5/19)   |    | Check Date: Weekly                |    |          |
|               |                                |                                      |                                       |      | TL Rpt Deadline: Biweekly (5/19) |    |                                   |    |          |
|               |                                |                                      |                                       |      |                                  |    | TL Appr Deadline: Weekly (5/19)   |    |          |
|               |                                |                                      |                                       |      |                                  |    | TL Appr Deadline: Biweekly (5/19) |    |          |
|               |                                |                                      |                                       |      |                                  |    |                                   |    |          |
|               |                                |                                      |                                       |      |                                  |    | Absence Approval Deadline         |    |          |
|               |                                |                                      |                                       |      | Absence Reporting Deadline       |    | Absence Processing                |    |          |
| 14            |                                | 1                                    |                                       | 17   |                                  | 18 |                                   | 19 |          |
|               | Check Date: Teaching Fellows   | Payroll Open/Close: Weekly (5/19)    |                                       |      | TL Rpt Deadline: Weekly (5/26)   |    | Check Date: Weekly                |    |          |
|               |                                | Payroll Open/Close: Biweekly (5/19)  |                                       |      |                                  |    | Check Date: Biweekly              |    |          |
|               |                                |                                      |                                       |      |                                  |    | TL Appr Deadline: Weekly (5/26)   |    |          |
|               |                                |                                      |                                       |      |                                  |    | File Deadline: Stipend            |    |          |
|               |                                |                                      |                                       |      |                                  |    | Absence Approval Deadline         |    |          |
|               |                                |                                      | Absence Accrual Cycle                 |      | Absence Reporting Deadline       |    | Absence Processing                |    |          |
| 2             | 1 22                           |                                      |                                       | 24   | T. A. D. III. 144 (0/0)          | 25 |                                   | 26 |          |
|               |                                | Payroll Open/Close: Weekly (5/26)    | TL Rpt Deadline: Weekly (6/2)         |      | TL Appr Deadline: Weekly (6/2)   |    | Check Date: Weekly                |    |          |
|               |                                |                                      | TL Rpt Deadline: Biweekly (6/2)       |      | TL Appr Deadline: Biweekly (6/2) |    | Payroll Close: Stipend (6/1)      |    |          |
|               |                                |                                      | Payroll Opens: Monthly (5/31)         |      | Payroll Closes: Monthly (5/31)   |    |                                   |    |          |
|               |                                |                                      |                                       | ı    | Payroll Opens: Stipend (6/1)     |    |                                   |    |          |
|               |                                |                                      |                                       | 1    | Absence Approval Deadline        |    |                                   |    |          |
|               |                                |                                      | Absence Reporting Deadline            |      | Absence Processing               |    |                                   |    |          |
| 2             | 3 29                           | 30                                   |                                       | 31   | Absence Processing               |    |                                   |    |          |
| 20            | Memorial Day                   | Payroll Open/Close: Weekly (6/2)     | Check Date: Monthly                   | 31   |                                  |    |                                   |    |          |
|               | Memorial Day                   | Payroll Open/Close: Biweekly (6/2)   | Officer Date. Worldly                 |      |                                  |    |                                   |    |          |
|               |                                | r ayroli Operi/Glose. Diweekiy (6/2) |                                       |      |                                  |    |                                   |    |          |
|               |                                |                                      |                                       |      |                                  |    |                                   |    |          |
| eekly = Ye    | Now                            |                                      | Dates in Parentheses refer to the as  | coci | ated Chack Data                  |    |                                   |    |          |
| weekly = f    |                                |                                      | All Dates/Deadlines subject to chance |      | ated Officer Date                |    |                                   |    |          |

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

### June 2023 TL/Payroll Schedule

| Sunday       | Monday                         | Tuesday                                 | Wednesday                              | Thursday                         | Friday                            | Sa | turday |
|--------------|--------------------------------|---|--|----------------------------------|-----------------------------------|----|--------|
| <u> </u>     | inorium;                       | - usouuş                                |  |                                  | 1                                 | 2  | 3      |
|              |                                |   |  | TL Rpt Deadline: Weekly (6/09)   | Check Date: Weekly                |    | •      |
|              |                                |   |  | Check Date: Stipend              | Check Date: Biweekly              |    |        |
|              |                                |   |  | Shook Bato. Supona               | TL Appr Deadline: Weekly (6/09)   |    |        |
|              |                                |   |  |                                  | . —                               |    |        |
|              |                                |   |  |                                  | Absence Approval Deadline         |    |        |
|              |                                |   |  | Absence Reporting Deadline       | Absence Processing                |    |        |
| 4            | 1 5                            | 6                                       |  | 7                                | 8                                 | 9  | 10     |
|              |                                | Payroll Open/Close: Weekly (6/09)       |  | TL Rpt Deadline: Weekly (6/16)   | Check Date: Weekly                |    |        |
|              |                                | , |  | TL Rpt Deadline: Biweekly (6/16) | TL Appr Deadline: Weekly (6/16)   |    |        |
|              |                                |   |  | , , ,                            | TL Appr Deadline: Biweekly (6/16) |    |        |
|              |                                |   |  |                                  | Payroll Opens: TchFell (6/15)     |    |        |
|              |                                |   |  |                                  | , , ,                             |    |        |
|              |                                |   |  |                                  | Absence Approval Deadline         |    |        |
|              |                                |   |  | Absence Reporting Deadline       | Absence Processing                |    |        |
| 11           | 12                             | 13                                      | 1                                      | 4                                | 15                                | 16 | 17     |
|              | Payroll Closes: TchFell (6/15) | Payroll Open/Close: Weekly (6/16)       | File Deadline: Stipend                 | Check Date: Teaching Fellows     | Check Date: Weekly                |    |        |
|              |                                | Payroll Open/Close: Biweekly (6/16)     | TL Rpt Deadline: Weekly (6/23)         | TL Appr Deadline: Weekly (6/23)  | Check Date: Biweekly              |    |        |
|              |                                |   |  |                                  | File Deadline: Stipend            |    |        |
|              |                                |   |  |                                  |                                   |    |        |
|              |                                |   |  | Absence Accrual Cycle            |                                   |    |        |
|              |                                |   |  | Absence Approval Deadline        |                                   |    |        |
|              |                                |   | Absence Reporting Deadline             | Absence Processing               |                                   |    |        |
| 18           | 19                             | 20                                      | 2                                      | 21                               | 22                                | 23 | 24     |
|              | Juneteenth                     | Payroll Open/Close: Weekly (6/23)       |  | TL Rpt Deadline: Weekly (6/30)   | Check Date: Weekly                |    |        |
|              |                                |   |  | TL Rpt Deadline: Biweekly (6/30) | TL Appr Deadline: Weekly (6/30)   |    |        |
|              |                                |   |  | Payroll Opens: Monthly (6/30)    | TL Appr Deadline: Biweekly (6/30) |    |        |
|              |                                |   |  |                                  | Payroll Opens Stipend (6/30)      |    |        |
|              |                                |   |  |                                  | Payroll Closes: Monthly (6/30)    |    |        |
|              |                                |   |  |                                  | Absence Approval Deadline         |    |        |
|              |                                |   |  | Absence Reporting Deadline       | Absence Processing                |    |        |
| 25           |                                |   |  | 28                               | 29                                | 30 |        |
|              | Payroll Closes Stipend 6/30)   | Payroll Open/Close: Weekly (6/30)       | TL Rpt Deadline: Weekly (7/7)          | TL Appr Deadline: Weekly (7/7)   |                                   |    |        |
|              |                                | Payroll Open/Close: Biweekly (6/30)     |  |                                  | Check Date: Weekly                |    |        |
|              |                                |   |  |                                  | Check Date: Biweekly              |    |        |
|              |                                |   |  |                                  | Check Date: Stipend               |    |        |
|              |                                |   |  | Absence Approval Deadline        | Check Date: Monthly               |    |        |
|              |                                |   | Absence Reporting Deadline             | Absence Processing               |                                   |    |        |
| Weekly = Ye  |                                |   | Dates in Parentheses refer to the asso |                                  |                                   |    |        |
| Biweekly = E |                                |   | All Dates/Deadlines subject to change  |                                  |                                   |    |        |
|              | llows = Gold                   |   |  |                                  |                                   |    |        |
| Monthly = G  |                                |   |  |                                  |                                   |    |        |
| Ctinond - La |                                |   |  |                                  |                                   |    |        |

## July 2023 TL/Payroll Schedule

| Sunday       | <u>Monday</u>                    | <u>Tuesday</u>                      | Wednesday                              | Thursday  | <u>Friday</u>   | Saturday |
|--------------|----------------------------------|-------------------------------------|--|---|---|----------|
|              |                                  |                                     |  |   |   | 1        |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
| 2            | 3                                | 4                                   | 5                                      |   | 7   | 8        |
|              | Payroll Open/Close: Weekly (7/7) | July 4th                            |  | TL Rpt Deadline: Weekly (7/14)                                  | Check Date: Weekly  |          |
|              |                                  |                                     |  | TL Rpt Deadline: Biweekly (7/14)                                | TL Appr Deadline: Weekly (7/14)                                 |          |
|              |                                  |                                     |  |   | TL Appr Deadline: Biweekly (7/14) Payroll Opens: TchFell (7/14) |          |
|              |                                  |                                     |  |   | rayion Opens. Tonrell (7/14)                                    |          |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   | Absence Approval Deadline                                       |          |
|              |                                  |                                     |  | Absence Reporting Deadline                                      | Absence Processing  |          |
| 9            | 10                               | 11                                  | 12                                     |   | 3 14  | 4 15     |
|              | Payroll Closes: TchFell (7/14)   | Payroll Open/Close: Weekly (7/14)   |  | TL Rpt Deadline: Weekly (7/21)                                  | Check Date: Weekly  | <u> </u> |
|              |                                  | Payroll Open/Close: Biweekly (7/14) |  |   | Check Date: Biweekly  |          |
|              |                                  |                                     |  |   | TL Appr Deadline: Weekly (7/21)                                 |          |
|              |                                  |                                     |  |   | Check Date: Teaching Fellows                                    |          |
|              |                                  |                                     |  |   | l   |          |
|              |                                  |                                     |  | Alexander Banantina Banatina                                    | Absence Approval Deadline                                       |          |
| 16           | 17                               | 18                                  | 19                                     | Absence Reporting Deadline                                      | Absence Processing 0 21   | 1 22     |
| 1 10         | l ''                             | Payroll Open/Close: Weekly (7/21)   | File Deadline: Stipend                 | TL Rpt Deadline: Weekly (7/28)                                  | Check Date: Weekly  | <u>'</u> |
|              |                                  | Payroll Open/Close, Weekly (7/21)   | rile Deadilile. Stiperid               | TL Rpt Deadline: Weekly (7/26) TL Rpt Deadline: Biweekly (7/28) | TL Appr Deadline: Weekly (7/28)                                 |          |
|              |                                  |                                     |  | TE TO Deadine. Diweekly (1/20)                                  | TL Appr Deadline: Biweekly (7/28)                               |          |
|              |                                  |                                     |  |   | Payroll Opens: Monthly (7/31)                                   |          |
|              |                                  |                                     |  |   | ,   |          |
|              |                                  |                                     |  |   | Absence Approval Deadline                                       |          |
|              | Absence Accural Cycle            |                                     |  | Absence Reporting Deadline                                      | Absence Processing  |          |
| 23           | 24                               |                                     |  |   |   | 3 29     |
|              |                                  | Payroll Open/Close: Weekly (7/28)   | Payroll Opens: Stipend (8/1)           | TL Rpt Deadline: Weekly (8/4)                                   | Check Date: Weekly  |          |
|              |                                  | Payroll Open/Close: Biweekly (7/28) |  | Payroll Close: Stipend (8/1)                                    | Check Date: Biweekly  |          |
|              |                                  |                                     |  |   | TL Appr Deadline: Weekly (8/4)                                  |          |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   | Absence Approval Deadline                                       |          |
|              |                                  |                                     |  | Absence Reporting Deadline                                      | Absence Processing  |          |
| 23           | 31                               |                                     |  | p about the porting beautiffe                                   | , accorded a root-dailing                                       |          |
|              | Check Date: Monthly              |                                     |  |   |   |          |
|              | Silver Bater menany              |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
| 30           |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
|              |                                  |                                     |  |   |   |          |
| Weekly = Ye  |                                  |                                     | Dates in Parentheses refer to the asso | ciated Check Date   |   |          |
| Biweekly = B | lue                              |                                     | All Dates/Deadlines subject to change  |   |   |          |

All Dates/Deadlines subject to change

Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green

#### August 2023 TL/Payroll Schedule

| Sunday       | Monday                        | Tuesday                             | Wednesday                              | Thursday                         | Friday                            | Saturday |
|--------------|-------------------------------|-------------------------------------|--|----------------------------------|-----------------------------------|----------|
|              |                               | 1                                   |  | :                                | 3 4                               | 5        |
|              |                               | Payroll Open/Close: Weekly (8/4)    |  | TL Rpt Deadline: Weekly (8/11)   | Check Date: Weekly                |          |
|              |                               | Check Date: Stipend                 |  | TL Rpt Deadline: Biweekly (8/11) | TL Appr Deadline: Weekly (8/11)   |          |
|              |                               | ·                                   |  | . ,                              | TL Appr Deadline: Biweekly (8/11) |          |
|              |                               |                                     |  |                                  | , ,                               |          |
|              |                               |                                     |  |                                  |                                   |          |
|              |                               |                                     |  |                                  | Absence Approval Deadline         |          |
|              |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |          |
| 6            | 7                             | 7 8                                 | 9                                      | 10                               |                                   | 12       |
|              |                               | Payroll Open/Close: Weekly (8/11)   | Payroll Opens: TchFell (8/15)          | TL Rpt Deadline: Weekly (8/18)   | Check Date: Weekly                |          |
|              |                               | Payroll Open/Close: Biweekly (8/11) |  | Payroll Closes: TchFell (8/15)   | Check Date: Biweekly              |          |
|              |                               |                                     |  |                                  | TL Appr Deadline: Weekly (8/18)   |          |
|              |                               |                                     |  |                                  |                                   |          |
|              |                               |                                     |  |                                  |                                   |          |
|              |                               |                                     |  |                                  |                                   |          |
|              |                               |                                     |  |                                  | Absence Approval Deadline         |          |
|              |                               |                                     |  | Absence Reporting Deadline       | Absence Processing                |          |
| 13           | 14                            |                                     | 16                                     |                                  |                                   | 19       |
|              |                               | Payroll Open/Close: Weekly (8/18)   |  | TL Rpt Deadline: Weekly (8/25)   | Check Date: Weekly                |          |
|              |                               | Check Date: Teaching Fellows        |  | TL Rpt Deadline: Biweekly (8/25) | TL Appr Deadline: Weekly (8/25)   |          |
|              |                               |                                     |  |                                  | TL Appr Deadline: Biweekly (8/25) |          |
|              |                               |                                     |  |                                  | File Deadline: Stipend            |          |
|              |                               |                                     |  |                                  |                                   |          |
|              |                               |                                     |  |                                  | Absence Approval Deadline         |          |
|              |                               |                                     | Absence Accrual Cycle                  | Absence Reporting Deadline       | Absence Processing                |          |
| 20           | 2*                            |                                     | 23                                     |                                  |                                   | 26       |
|              |                               | Payroll Open/Close: Weekly (8/25)   |  | TL Rpt Deadline: Weekly (9/1)    | Check Date: Weekly                |          |
|              |                               | Payroll Open/Close: Biweekly (8/25) |  | Payroll Opens: Monthly (8/31)    | Check Date: Biweekly              |          |
|              |                               |                                     |  |                                  | TL Appr Deadline: Weekly (9/1)    |          |
|              |                               |                                     |  |                                  | Payroll Opens: Stipend (9/1)      |          |
|              |                               |                                     |  |                                  | Payroll Closes: Monthly (8/31)    |          |
|              |                               |                                     |  | Abassas Danastina Danatina       | Absence Approval Deadline         |          |
| 27           | 28                            | 8 29                                | 30                                     | Absence Reporting Deadline       | Absence Processing                |          |
|              | Payroll Closes: Stipend (9/1) | Payroll Open/Close: Weekly (9/1)    | 30                                     | Check Date: Monthly              |                                   |          |
|              | rayioli Gloses. Superiu (9/1) | rayion Open/Glose, weekly (9/1)     | TL Rpt Deadline: Weekly (9/8)          | TL Appr Deadline: Weekly (9/8)   |                                   |          |
|              |                               |                                     | TL Rpt Deadline: Weekly (9/8)          | TL Appr Deadline: Weekly (9/8)   |                                   |          |
|              |                               |                                     | Absence Reporting Deadline             | Absence Approval Deadline        |                                   |          |
|              |                               |                                     | Absence Reporting Deadline             | Absence Processing               |                                   |          |
| Weekly = Ye  | llow                          |                                     | Dates in Parentheses refer to the asso |                                  |                                   |          |
| Biweekly = B |                               |                                     | All Dates/Deadlines subject to change  |                                  |                                   |          |
| Teaching Fel |                               |                                     | Dates Deadinies subject to change      |                                  |                                   |          |
| Monthly = Gr |                               |                                     |  |                                  |                                   |          |
| Stipend = La |                               |                                     |  |                                  |                                   |          |
| Ouperiu – La | venuei                        |                                     |  |                                  |                                   |          |

# September 2023 TL/Payroll Schedule

| <u>Sunday</u> | <u>Monday</u>                  | Tuesday                             | <u>Wednesday</u>                      | <u>Thursday</u>   | <u>Friday</u>  | <u>Saturday</u> |
|---------------|--------------------------------|-------------------------------------|---------------------------------------|---|--|-----------------|
|               |                                |                                     |                                       |   |  | 1               |
|               |                                |                                     |                                       |   | Check Date: Weekly   |                 |
|               |                                |                                     |                                       |   | Check Date: Stipend  |                 |
|               |                                |                                     |                                       | •   |  |                 |
|               |                                |                                     |                                       |   |  |                 |
|               |                                |                                     |                                       |   |  |                 |
|               |                                | _                                   |                                       |   | 7  |                 |
| ] 3           | 4                              | 5                                   | ь                                     | TI Dut Decilius (Media)   | •  | 8               |
|               | Labor Day                      | Payroll Open/Close: Weekly (9/8)    |                                       | TL Rpt Deadline: Weekly (9/15)                                  | Check Date: Weekly   |                 |
|               |                                | Payroll Open/Close: Biweekly (9/8)  |                                       | Payroll Opens: TchFell (9/15)                                   | Check Date: Biweekly   |                 |
|               |                                |                                     |                                       |   | TL Appr Deadline: Weekly (9/15) Payroll Closes: TchFell (9/15) |                 |
|               |                                |                                     |                                       |   | Payroll Closes: TchFell (9/15)                                 |                 |
|               |                                |                                     |                                       |   |  |                 |
|               |                                |                                     |                                       |   | Absence Approval Deadline                                      |                 |
|               |                                |                                     |                                       | Absence Reporting Deadline                                      | Absence Processing   |                 |
| 10            | 11                             | 12                                  |                                       |   |  | 5 10            |
|               | 1                              | Payroll Open/Close: Weekly (9/15)   |                                       | TL Rpt Deadline: Weekly (9/22)                                  | Check Date: Weekly   |                 |
|               |                                |                                     |                                       | TL Rpt Deadline: Biweekly (9/22)                                | TL Appr Deadline: Weekly (9/22)                                |                 |
|               |                                |                                     |                                       | 12 Tept Dedamies Divisionly (6/22)                              | TL Appr Deadline: Biweekly (9/22)                              |                 |
|               |                                |                                     |                                       |   | Check Date: Teaching Fellows                                   |                 |
|               |                                |                                     |                                       |   | File Deadline: Stipend   |                 |
|               |                                |                                     |                                       |   | Absence Accrual Cycle  |                 |
|               |                                |                                     |                                       |   | Absence Approval Deadline                                      |                 |
|               |                                |                                     |                                       | Absence Reporting Deadline                                      | Absence Processing   |                 |
| 17            | 18                             |                                     | 20                                    |   |  | 2 2             |
|               |                                | Payroll Open/Close: Weekly (9/22)   |                                       | TL Rpt Deadline: Weekly (9/29)                                  | Check Date: Weekly   |                 |
|               |                                | Payroll Open/Close: Biweekly (9/22) |                                       | Payroll Opens: Monthly (9/29)                                   | Check Date: Biweekly   |                 |
|               |                                |                                     |                                       |   | TL Appr Deadline: Weekly (9/29)                                |                 |
|               |                                |                                     |                                       |   | Payroll Closes: Monthly (9/29)                                 |                 |
|               |                                |                                     |                                       |   | Payroll Opens: Stipend (9/29)                                  |                 |
|               |                                |                                     |                                       |   | l., , , , , , , , , , , , , , , , , , ,                        |                 |
|               |                                |                                     |                                       |   | Absence Approval Deadline                                      |                 |
|               | 0.5                            |                                     | 0.7                                   | Absence Reporting Deadline                                      | Absence Processing   |                 |
| 24            | -                              | -                                   | 27                                    |   |  | 9 3             |
|               | Payroll Closes: Stipend (9/29) | Payroll Open/Close: Weekly (9/29)   |                                       | TL Rpt Deadline: Weekly (10/6) TL Rpt Deadline: Biweekly (10/6) | TL Appr Deadline: Weekly (10/6)                                |                 |
|               |                                |                                     |                                       | TE RPI Deadline: Blweekly (10/6)                                | TL Appr Deadline: Biweekly (10/6) Check Date: Monthly          |                 |
|               |                                |                                     |                                       |   | Check Date: Monthly Check Date: Weekly                         |                 |
|               |                                |                                     |                                       |   | Check Date: Weekly Check Date: Stipend                         |                 |
|               |                                |                                     |                                       |   | Absence Approval Deadline                                      |                 |
|               |                                |                                     |                                       | Absence Reporting Deadline                                      | Absence Processing   |                 |
| Weekly = Ye   | llow                           |                                     |                                       | p   |  |                 |
| Biweekly = B  |                                |                                     | All Dates/Deadlines subject to change |   |  |                 |
|               | lleure - Cald                  |                                     |                                       |   |  |                 |

Teaching Fellows = Gold Monthly = Green Stipend = Lavender

# October 2023 TL/Payroll Schedule

| Sunday  | Monday                               | Tuesday  | Wednesday   | Thursday   | Friday                             | Saturday |
|---|--------------------------------------|--|---|--|------------------------------------|----------|
| 1   | 2                                    | 3  | 4   |  | 5                                  | 7        |
| l l   |                                      | Payroll Open/Close: Weekly (10/6)  | TL Rpt Deadline: Weekly (10/13)   | TL Appr Deadline: Weekly (10/13)   | Check Date: Weekly                 |          |
| l l   |                                      | Payroll Open/Close: Biweekly (10/6)  |   | Payroll Opens: TchFell (10/13)   | Check Date: Biweekly               |          |
| l l   |                                      |  |   |  | Payroll Closes: TchFell (10/13)    |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   | Absence Approval Deadline  |                                    |          |
|   |                                      |  | Absence Reporting Deadline  | Absence Processing   |                                    |          |
| 8   | 9                                    | 10   | 11  |  |                                    | 14       |
| l l   | Columbus Day                         | Payroll Open/Close: Weekly (10/13)   |   | TL Rpt Deadline: Weekly (10/20)  | Check Date: Weekly                 |          |
| l l   |                                      |  |   | TL Rpt Deadline: Biweekly (10/20)  | TL Appr Deadline: Weekly (10/20)   |          |
| ļ l   |                                      |  |   |  | TL Appr Deadline: Biweekly (10/20) |          |
| l l   |                                      |  |   |  | Check Date: Teaching Fellows       |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   |  | Absence Approval Deadline          |          |
| l l   |                                      |  |   | Absence Reporting Deadline   | Absence Processing                 |          |
| 15  | 16                                   |  | 18  |  |                                    | 21       |
| l   |                                      | Payroll Open/Close: Weekly (10/20)   |   | TL Rpt Deadline: Weekly (10/27)  | Check Date: Weekly                 |          |
| l   |                                      | Payroll Open/Close: Biweekly (10/20)   |   | File Deadline: Stipend   | Check Date: Biweekly               |          |
| l l   |                                      |  |   |  | TL Appr Deadline: Weekly (10/27)   |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   |  | Absence Approval Deadline          |          |
|   |                                      |  | Absence Accrual Cycle   |  |                                    |          |
| 22  | 23                                   |  | 25  |  |                                    | 7 28     |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  | Payroll Opens: Monthly (10/31)  |  |                                    |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   | Payroll Opens: Stipend (11/1)  | Payroll Closes: Stipend (11/1)     |          |
| l l   |                                      |  |   |  |                                    |          |
| l l   |                                      |  |   |  |                                    |          |
|   |                                      |  |   | Absence Reporting Deadline   | Absence Processing                 |          |
| 29  | 30                                   |  |   |  |                                    |          |
| ]   |                                      | Check Date: Monthly  |   |  |                                    |          |
| l l   |                                      | Payroll Open/Close: Weekly (11/3)  |   |  |                                    |          |
| T I   |                                      | Payroll Open/Close: Biweekly (11/3)  |   |  |                                    |          |
|   |                                      |  |   |  |                                    |          |
| Weekly = Yellow   |                                      |  |   | ciated Check Date  |                                    |          |
|   |                                      |  | All Dates/Deadlines subject to change   |  |                                    |          |
|   |                                      |  |   |  |                                    |          |
|   |                                      |  |   |  |                                    |          |
| Stipend = Lav   | vender                               |  |   |  |                                    |          |
| 29  Weekly = Yell Biweekly = Bi Teaching Fell Monthly = Gre Stipend = Lav | illow<br>Ilue<br>Ilows = Gold<br>een | Payroll Open/Close: Weekly (10/27)  31 Check Date: Monthly Payroll Open/Close: Weekly (11/3) Payroll Open/Close: Biweekly (11/3) | Absence Accrual Cycle  25  Payroll Opens: Monthly (10/31)  Dates in Parentheses refer to the associated All Dates/Deadlines subject to change | TL Rpt Deadline: Weekly (11/3) TL Rpt Deadline: Biweekly (11/3) Payroll Closes: Monthly (10/31) Payroll Opens: Stipend (11/1) Absence Reporting Deadline | Absence Processing                 |          |

### November 2023 TL/Payroll Schedule

| Sunday       | Monday                             | Tuesday                              | Wednesday                              | Thursday   | <u>Friday</u>                      | Saturday |
|--------------|------------------------------------|--------------------------------------|--|--|------------------------------------|----------|
|              |                                    |                                      | 1                                      | 2  | 2                                  | 4        |
|              |                                    |                                      | TL Rpt Deadline: Weekly (11/10)        | TL Appr Deadline: Weekly (11/10)   | Check Date: Weekly                 |          |
|              |                                    |                                      | Check Date: Stipend                    |  | Check Date: Biweekly               |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  | Absence Approval Deadline  |                                    |          |
| _            |                                    | _                                    | Absence Reporting Deadline             | Absence Processing   |                                    |          |
| 5            | 6                                  | 7                                    | 8                                      | 'l   |                                    | 11       |
|              | Payroll Open/Close: Weekly (11/10) |                                      | TL Rpt Deadline: Weekly (11/17)        | Check Date: Weekly   | Veteran's Day                      |          |
|              |                                    |                                      | TL Rpt Deadline: Biweekly (11/17)      | TL Appr Deadline: Weekly (11/17)   |                                    |          |
|              |                                    |                                      | Payroll Opens: TchFell (11/15)         | TL Appr Deadline: Biweekly (11/17)   |                                    |          |
|              |                                    |                                      |  | Payroll Closes: TchFell (11/15)  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  | Absence Approval Deadline  |                                    |          |
|              |                                    |                                      | Absence Reporting Deadline             | Absence Processing   |                                    |          |
| 12           | 13                                 | 14                                   |  |  | 17                                 | 18       |
| '-           | 1                                  | Payroll Open/Close: Weekly (11/17)   | TL Appr Deadline: Weekly (11/22)       | <u> </u>   | Check Date: Weekly                 |          |
|              |                                    | Payroll Open/Close: Biweekly (11/17) | Check Date: Teaching Fellows           |  | Check Date: Biweekly               |          |
|              |                                    | TL Rpt Deadline: Weekly (11/22)      | Chock Bate. Todorning Follows          |  | Payroll Open/Close: Weekly (11/22) |          |
|              |                                    | File Deadline: Stipend               |  |  | ·                                  |          |
|              |                                    | '                                    |  |  |                                    |          |
|              |                                    |                                      | Absence Accrual Cycle                  |  |                                    |          |
|              |                                    |                                      | Absence Approval Deadline              |  |                                    |          |
|              |                                    | Absence Reporting Deadline           | Absence Processing                     |  |                                    |          |
| 19           |                                    |                                      |  | The state of the s |                                    | 25       |
|              | Payroll Opens: Monthly (11/30)     | TL Rpt Deadline: Weekly (12/1)       | Check Date: Weekly                     | Thanksgiving   | Day After Thanksgiving             |          |
|              |                                    | TL Rpt Deadline: Biweekly (12/1)     | TL Appr Deadline: Weekly (12/1)        |  |                                    |          |
|              |                                    | Payroll Closes: Monthly (11/30)      | TL Appr Deadline: Biweekly (12/1)      |  |                                    |          |
|              |                                    | Payroll Opens: Stipend (12/1)        | Payroll Closes: Stipend (12/1)         |  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    | Absoras Departing Departing          | Absence Approval Deadline              |  |                                    |          |
| 26           | 27                                 | Absence Reporting Deadline 28        | Absence Processing 29                  | 30   |                                    |          |
| l 26         | 'I                                 | Payroll Open/Close: Weekly (12/1)    | 29                                     | Check Date: Monthly  |                                    |          |
|              |                                    | Payroll Open/Close: Biweekly (12/1)  |  | TL Rpt Deadline: Weekly (12/8)   |                                    |          |
|              |                                    | Payroli Open/Close. Diweekly (12/1)  |  | TE RPI Deadilile. Weekly (12/6)  | 1                                  |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  |  |                                    |          |
|              |                                    |                                      |  | Absence Reporting Deadline   |                                    |          |
| Weekly = Ye  | llow                               |                                      | Dates in Parentheses refer to the asso |  |                                    |          |
| Biweekly = B |                                    |                                      | All Dates/Deadlines subject to change  |  |                                    |          |
| Teaching Fel | llows = Gold                       |                                      | ,                                      |  |                                    |          |
| Monthly = Gr | reen                               | 1                                    |  |  |                                    |          |