

PWPSMRT SmartTime (Non-Exempt) Calendars - 2024

Lv Year	Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
2023	SB 26	MN01	Mon, Dec 4, 2023	Sun, Dec 17, 2023	Mon, Dec 18, 2023	Tue, Dec 19, 2023	January 25	January	December 31, 2023
2024	SB 01	MN01	Mon, Dec 18, 2023	Sun, Dec 31, 2023	Tue, Jan 2, 2024	Wed, Jan 3, 2024	January 25	January	December 31, 2023
2024	SB 02	MN02	Mon, Jan 1, 2024	Sun, Jan 14, 2024	Tue, Jan 16, 2024	Wed Jan 17, 2024	February 25	February	February 11, 2024
2024	SB 03	MN02	Mon, Jan 15, 2024	Sun, Jan 28, 2024	Mon, Jan 29, 2024	Tue, Jan 30, 2024	February 25	February	February 11, 2024
2024	SB 04	MN02	Mon, Jan 29, 2024	Sun, Feb 11, 2024	Mon, Feb 12, 2024	Tue, Feb 13, 2024	February 25	February	February 11, 2024
2024	SB 05	MN03	Mon, Feb 12, 2024	Sun, Feb 25, 2024	Mon, Feb 26, 2024	Tue, Feb 27, 2024	March 25	March	March 10, 2024
2024	SB 06	MN03	Mon, Feb 26, 2024	Sun, Mar 10, 2024	Mon, Mar 11, 2024	Tue, Mar 12, 2024	March 25	March	March 10, 2024
2024	SB 07	MN04	Mon, Mar 11, 2024	Sun, Mar 24, 2024	Mon, Mar 25, 2024	Tue, Mar 26, 2024	April 25	April	April 7, 2024
2024	SB 08	MN04	Mon, Mar 25, 2024	Sun, Apr 7, 2024	Mon, Apr 8, 2024	Tue, Apr 9, 2024	April 25	April	April 7, 2024
2024	SB 09	MN05	Mon, Apr 8, 2024	Sun, Apr 21, 2024	Mon, Apr 22, 2024	Tue, Apr 23, 2024	May 25	May	May 5, 2024
2024	SB 10	MN05	Mon, Apr 22, 2024	Sun, May 5, 2024	Mon, May 6, 2024	Tue, May 7, 2024	May 25	May	May 5, 2024
2024	SB 11	MN06	Mon, May 6, 2024	Sun, May 19, 2024	Mon, May 20, 2024	Tue, May 21, 2024	June 25	June	June 2, 2024
2024	SB 12	MN06	Mon, May 20, 2024	Sun, Jun 2, 2024	Mon, Jun 3, 2024	Tue, Jun 4, 2024	June 25	June	June 2, 2024
2024	SB 13	MN07	Mon, Jun 3, 2024	Sun, Jun 16, 2024	Mon, Jun 17, 2024	Tue, Jun 18, 2024	July 25	July	June 30, 2024
2024	SB 14	MN07	Mon, Jun 17, 2024	Sun, Jun 30, 2024	Mon, Jul 1, 2024	Tue, Jul 2, 2024	July 25	July	June 30, 2024
2024	SB 15	MN08	Mon, Jul 1, 2024	Sun, Jul 14, 2024	Mon, Jul 15, 2024	Tue, Jul 16, 2024	August 25	August	August 11, 2024
2024	SB 16	MN08	Mon, Jul 15, 2024	Sun, Jul 28, 2024	Mon, Jul 29, 2024	Tue, Jul 30, 2024	August 25	August	August 11, 2024
2024	SB 17	MN08	Mon, Jul 29, 2024	Sun, Aug 11, 2024	Mon, Aug 12, 2024	Tue, Aug 13, 2024	August 25	August	August 11, 2024
2024	SB 18	MN09	Mon, Aug 12, 2024	Sun, Aug 25, 2024	Mon, Aug 26, 2024	Tue, Aug 27, 2024	September 25	September	September 8, 2024
2024	SB 19	MN09	Mon, Aug 26, 2024	Sun, Sep 8, 2024	Mon, Sep 9, 2024	Tue, Sep 10, 2024	September 25	September	September 8, 2024
2024	SB 20	MN10	Mon, Sep 9, 2024	Sun, Sep 22, 2024	Mon, Sep 23, 2024	Tue, Sep 24, 2024	October 25	October	October 6, 2024
2024	SB 21	MN10	Mon, Sep 23, 2024	Sun, Oct 6, 2024	Mon, Oct 7, 2024	Tue, Oct 8, 2024	October 25	October	October 6, 2024
2024	SB 22	MN11	Mon, Oct 7, 2024	Sun, Oct 20, 2024	Mon, Oct 21, 2024	Tue, Oct 22, 2024	November 25	November	November 3, 2024
2024	SB 23	MN11	Mon, Oct 21, 2024	Sun, Nov 3, 2024	Mon, Nov 4, 2024	Tue, Nov 5, 2024	November 25	November	November 3, 2024
2024	SB 24	MN12	Mon, Nov 4, 2024	Sun, Nov 17, 2024	Mon, Nov 18, 2024	Tue, Nov 19, 2024	December 23	December	December 1, 2024
2024	SB 25	MN12	Mon, Nov 18, 2024	Sun, Dec 1, 2024	Mon, Dec 2, 2024	Tue, Dec 3, 2024	December 23	December	December 1, 2024
2024	SB 26	MN01	Mon, Dec 2, 2024	Sun, Dec 15, 2024	Mon, Dec 16, 2024	Tue, Dec 17, 2024	January 25	January	December 29, 2024
2025	SB 01	MN01	Mon, Dec 16, 2024	Sun, Dec 29, 2024	Mon, Dec 30, 2024	Tue, Dec 31, 2024	January 25	January	December 29, 2024

Term	Definition
LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll when leave will process
From/To	Actual Calendar Dates in Period
Submit Deadline	Date that system cuts off for employee time entry for period
Approve Deadline	Date that system cuts off for approvers for period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance
LvTaken Thru	The date thru which leave taken or comp time accrued is included in the new balance