

MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2019 - v7 (12/11/19)

Pay Cycle	Leave Period Begin Date	Leave Period End Date	Employee Cutoff - due 11pm	Supervisor Cutoff - due 11pm	TAA Cutoff & I-181 File Creation due (1:45pm)	Corrections (Express I-181) due 1:45 pm	Pay Confirm (After 4pm)	Leave Accrual Posted (After 5pm)	Check Date
MO	11-16-18	12-15-18	Wed 12-12-18	Thu 12-13-18	Wed 12-19-18	Thu 12-20-18	Wed 12-26-18 *	Wed 01-02-19	Wed 01-02-19
MO**	12-16-18	12-31-18	Fri 01-04-19	Wed 01-09-19	Wed 01-23-19	Thu 01-24-19	Mon 01-28-19	Fri 02-01-19	Fri 02-01-19
MO	01-01-19	01-31-19	Tue 02-05-19	Fri 02-08-19	Wed 02-20-19	Thu 02-21-19	Mon 02-25-19	Fri 03-01-19	Fri 03-01-19
MO	02-01-19	02-28-19	Tue 03-05-19	Fri 03-08-19	Thu 03-21-19	Fri 03-22-19	Tue 03-26-19	Mon 04-01-19	Mon 04-01-19
MO	03-01-19	03-31-19	Wed 04-03-19	Mon 04-08-19	Mon 04-22-19	Tue 04-23-19	Fri 04-26-19	Wed 05-01-19	Wed 05-01-19
MO	04-01-19	04-30-19	Fri 05-03-19	Wed 05-08-19	Wed 05-22-19	Thu 05-23-19	Tue 05-28-19 *	Mon 06-03-19	Fri 05-31-19
MO	05-01-19	05-31-19	Wed 06-05-19	Mon 06-10-19	Thu 06-20-19	Fri 06-21-19	Tue 06-25-19	Mon 07-01-19	Mon 07-01-19
MO	06-01-19	06-30-19	Wed 07-03-19	Tue 07-09-19	Tue 07-23-19	Wed 07-24-19	Fri 07-26-19	Thu 08-01-19	Thu 08-01-19
MO	07-01-19	07-31-19	Mon 08-05-19	Thu 08-08-19	Wed 08-21-19	Thu 08-22-19 (9:00AM)*	Mon 08-26-19	Tue 09-03-19	Fri 08-30-19
MO	08-01-19	08-31-19	Thu 09-05-19	Tue 09-10-19	Fri 09-20-19	Mon 09-23-19 (9:00AM)*	Wed 09-25-19	Tue 10-01-19	Tue 10-01-19
MO	09-01-19	09-30-19	Thu 10-03-19	Tue 10-08-19	Wed 10-23-19	Thu 10-24-19	Mon 10-28-19	Fri 11-01-19	Fri 11-01-19
MO	10-01-19	10-31-19	Tue 11-05-19	Fri 11-08-19	Mon 11-18-19	Tue 11-19-19 (9:30AM)*	Fri 11-22-19 *	Mon 12-02-19	Wed 11-27-19
MO	11-01-19	11-30-19	Wed 12-04-19	Mon 12-09-19	Thu 12-19-19 (12PM)*	Tue 12-24-19 (9:30AM)*	Fri 12-27-19	Thu 01-02-20	Thu 01-02-20
MO	12-01-19	12-31-19	Mon 01-06-20	Thu 01-09-20	Wed 01-22-20	Thu 01-23-20	Mon 01-27-20	Fri 01-31-20	Fri 01-31-20
*Early Cutoff									
**Change to Monthly Timesheet reporting (1st through month-end)									