

**Time & Leave  
Civil Service / Classified Staff  
Bi-Weekly Submission Schedule**

Work Period End Dates	Work Days Covered		Due Dates	Anticipated Pay Date
9/10/2022	8/28/2022	9/10/2022	<b>9/12/2022</b>	10/6/2022
9/24/2022	9/11/2022	9/24/2022	<b>9/26/2022</b>	10/20/2022
10/8/2022	9/25/2022	10/8/2022	<b>10/11/2022</b>	11/3/2022
10/22/2022	10/9/2022	10/22/2022	<b>10/24/2022</b>	11/17/2022
11/5/2022	10/23/2022	11/5/2022	<b>11/7/2022</b>	12/1/2022
11/19/2022	11/6/2022	11/19/2022	<b>11/21/2022</b>	12/15/2022
12/3/2022	11/20/2022	12/3/2022	<b>12/5/2022</b>	12/29/2022
12/17/2022	12/4/2022	12/17/2022	<b>12/19/2022</b>	1/12/2023
12/31/2022	12/18/2022	12/31/2022	<b>1/2/2023</b>	1/26/2023
1/14/2023	1/1/2023	1/14/2023	<b>01/17/2023</b>	2/9/2023
1/28/2023	1/15/2023	1/28/2023	<b>1/30/2023</b>	2/23/2023
2/11/2023	1/29/2023	2/11/2023	<b>02/14/2023</b>	3/9/2023
2/25/2023	2/12/2023	2/25/2023	<b>2/27/2023</b>	3/23/2023
3/11/2023	2/26/2023	3/11/2023	<b>3/13/2023</b>	4/6/2023
3/25/2023	3/12/2023	3/25/2023	<b>3/27/2023</b>	4/20/2023
4/8/2023	3/26/2023	4/8/2023	<b>4/10/2023</b>	5/4/2023
4/22/2023	4/9/2023	4/22/2023	<b>4/24/2023</b>	5/18/2023
5/6/2023	4/23/2023	5/6/2023	<b>5/8/2023</b>	6/1/2023
5/20/2023	5/7/2023	5/20/2023	<b>5/22/2023</b>	6/15/2023
6/3/2023	5/21/2023	6/3/2023	<b>6/5/2023</b>	6/29/2023
6/17/2023	6/4/2023	6/17/2023	<b>06/19/2023</b>	7/13/2023
7/1/2023	6/18/2023	7/1/2023	<b>7/3/2023</b>	7/27/2023
7/15/2023	7/2/2023	7/15/2023	<b>7/17/2023</b>	8/10/2023
7/29/2023	7/16/2023	7/29/2023	<b>7/31/2023</b>	8/24/2023
8/12/2023	7/30/2023	8/12/2023	<b>8/14/2023</b>	9/7/2023
8/26/2023	8/13/2023	8/26/2023	<b>8/28/2023</b>	9/21/2023
9/9/2023	8/27/2023	9/9/2023	<b>9/11/2023</b>	10/5/2023
9/23/2023	9/10/2023	9/23/2023	<b>9/25/2023</b>	10/19/2023

Time sheets must be submitted on a bi-weekly basis and are due on Mondays following the work period \*Tuesday, if Monday is a holiday, \*\* Wednesday if Monday/Tuesday is a holiday.