<table>
<thead>
<tr>
<th>Employee Timesheet Submission Deadline (12 PM)</th>
<th>Manager Timesheet Approval Deadline (12 PM)</th>
<th>Pay Period Begin (Monday)</th>
<th>Pay Period End (Sunday)</th>
<th>Check Date</th>
<th>View Updated Absence Balances on Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 06, 2018</td>
<td>Friday, July 06, 2018</td>
<td>06/25/2018</td>
<td>07/08/2018</td>
<td>07/13/2018</td>
<td>07/10/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, July 20, 2018</td>
<td>Friday, July 20, 2018</td>
<td>07/09/2018</td>
<td>07/22/2018</td>
<td>07/27/2018</td>
<td>07/24/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, August 03, 2018</td>
<td>Friday, August 03, 2018</td>
<td>07/23/2018</td>
<td>08/05/2018</td>
<td>08/10/2018</td>
<td>08/07/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, August 17, 2018</td>
<td>Friday, August 17, 2018</td>
<td>08/06/2018</td>
<td>08/19/2018</td>
<td>08/24/2018</td>
<td>08/21/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Wednesday, August 29, 2018</td>
<td>Wednesday, August 29, 2018</td>
<td>08/20/2018</td>
<td>09/02/2018</td>
<td>09/07/2018</td>
<td>09/04/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, September 14, 2018</td>
<td>Friday, September 14, 2018</td>
<td>09/03/2018</td>
<td>09/16/2018</td>
<td>09/21/2018</td>
<td>09/18/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>Friday, September 28, 2018</td>
<td>09/17/2018</td>
<td>09/30/2018</td>
<td>10/05/2018</td>
<td>10/02/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, October 12, 2018</td>
<td>Friday, October 12, 2018</td>
<td>10/01/2018</td>
<td>10/14/2018</td>
<td>10/19/2018</td>
<td>10/16/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, October 26, 2018</td>
<td>Friday, October 26, 2018</td>
<td>10/15/2018</td>
<td>10/28/2018</td>
<td>11/02/2018</td>
<td>10/30/2018 – Personal/Sick*</td>
</tr>
<tr>
<td>Tuesday, December 18, 2018</td>
<td>Tuesday, December 18, 2018</td>
<td>12/10/2018</td>
<td>12/23/2018</td>
<td>12/28/2018</td>
<td>12/21/2018 – Personal/Sick*</td>
</tr>
</tbody>
</table>

**Notes:**
- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month.
<table>
<thead>
<tr>
<th>Employee Timesheet Submission Deadline (12 PM)</th>
<th>Manager Timesheet Approval Deadline (12 PM)</th>
<th>Pay Period Begin (Monday)</th>
<th>Pay Period End (Sunday)</th>
<th>Check Date</th>
<th>View Updated Absence Balances on Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 04, 2019</td>
<td>Friday, January 04, 2019</td>
<td>12/24/2018</td>
<td>01/06/2019</td>
<td>01/11/2019</td>
<td>01/08/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Wednesday, January 16, 2019</td>
<td>Wednesday, January 16, 2019</td>
<td>01/07/2019</td>
<td>01/20/2019</td>
<td>01/25/2019</td>
<td>01/19/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, February 01, 2019</td>
<td>Friday, February 01, 2019</td>
<td>01/21/2019</td>
<td>02/03/2019</td>
<td>02/08/2019</td>
<td>02/05/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, February 15, 2019</td>
<td>Friday, February 15, 2019</td>
<td>02/04/2019</td>
<td>02/17/2019</td>
<td>02/22/2019</td>
<td>02/19/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, March 01, 2019</td>
<td>Friday, March 01, 2019</td>
<td>02/18/2019</td>
<td>03/03/2019</td>
<td>03/08/2019</td>
<td>03/05/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, March 15, 2019</td>
<td>Friday, March 15, 2019</td>
<td>03/04/2019</td>
<td>03/17/2019</td>
<td>03/22/2019</td>
<td>03/19/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, March 29, 2019</td>
<td>Friday, March 29, 2019</td>
<td>03/18/2019</td>
<td>03/31/2019</td>
<td>04/05/2019</td>
<td>04/02/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, April 12, 2019</td>
<td>Friday, April 12, 2019</td>
<td>04/01/2019</td>
<td>04/14/2019</td>
<td>04/19/2019</td>
<td>04/16/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, April 26, 2019</td>
<td>Friday, April 26, 2019</td>
<td>04/15/2019</td>
<td>04/28/2019</td>
<td>05/03/2019</td>
<td>04/30/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, May 10, 2019</td>
<td>Friday, May 10, 2019</td>
<td>05/13/2019</td>
<td>05/26/2019</td>
<td>05/31/2019</td>
<td>05/28/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Wednesday, May 22, 2019</td>
<td>Wednesday, May 22, 2019</td>
<td>05/03/2019</td>
<td>06/09/2019</td>
<td>06/14/2019</td>
<td>06/11/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, June 07, 2019</td>
<td>Friday, June 07, 2019</td>
<td>06/10/2019</td>
<td>06/23/2019</td>
<td>06/28/2019</td>
<td>06/25/2019 – Personal/Sick*</td>
</tr>
<tr>
<td>Friday, June 21, 2019</td>
<td>Friday, June 21, 2019</td>
<td></td>
<td></td>
<td></td>
<td>07/02/2019 – Vacation**</td>
</tr>
</tbody>
</table>

**Notes:**
- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month**