



MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2023

v2 (05/30/23)

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)	Prior Period Adj Begins for this Pay Period	Corrections (Express I-181) due 1:30 pm	Negative Confirmation Begins	Pay Confirm (After 4pm)	Leave Accrual Posted (After 5pm)	Leave Taken in this Period Updated in UCPath On	Check Date	Negative Confirm Ends/ Last Day for Prior Period Adj.
MO	12-01-22	12-31-22	Wed 01-04-23	Mon 01-09-23	Mon 01-23-23	Tue 01-24-23	Tue 01-24-23	Tue 01-24-23	Wed 01-25-23	Wed 02-01-23	Wed 02-01-23	Wed 02-01-23	Thu 02-16-23*
MO	01-01-23	01-31-23	Fri 02-03-23	Wed 02-08-23	Thu 02-16-23*	Fri 02-17-23	Fri 02-17-23	Fri 02-17-23	Wed 02-22-23	Wed 03-01-23	Wed 03-01-23	Wed 03-01-23	Wed 03-22-23
MO	02-01-23	02-28-23	Fri 03-03-23	Wed 03-08-23	Wed 03-22-23	Thu 03-23-23	Thu 03-23-23	Thu 03-23-23	Fri 03-24-23	Thu 03-30-23	Thu 03-30-23	Thu 03-30-23	Thu 04-20-23
MO	03-01-23	03-31-23	Wed 04-05-23	Mon 04-10-23	Thu 04-20-23	Fri 04-21-23	Fri 04-21-23	Fri 04-21-23	Tue 04-25-23	Mon 05-01-23	Mon 05-01-23	Mon 05-01-23	Tue 05-23-23
MO	04-01-23	04-30-23	Wed 05-03-23	Mon 05-08-23	Tue 05-23-23	Wed 05-24-23	Wed 05-24-23	Wed 05-24-23	Fri 05-26-23	Thu 06-01-23	Thu 06-01-23	Thu 06-01-23	Wed 06-21-23
MO	05-01-23	05-31-23	Mon 06-05-23	Thu 06-08-23	Wed 06-21-23	Thu 06-22-23	Thu 06-22-23	Thu 06-22-23	Mon 06-26-23	Fri 06-30-23	Fri 06-30-23	Fri 06-30-23	Mon 07-24-23
MO	06-01-23	06-30-23	Thu 07-06-23	Tue 07-11-23	Mon 07-24-23	Tue 07-25-23	Tue 07-25-23	Tue 07-25-23	Wed 07-26-23	Tue 08-01-23	Tue 08-01-23	Tue 08-01-23	Wed 08-23-23
MO	07-01-23	07-31-23	Thu 08-03-23	Tue 08-08-23	Wed 08-23-23	Thu 08-24-23	Thu 08-24-23	Thu 08-24-23	Mon 08-28-23	Fri 09-01-23	Fri 09-01-23	Fri 09-01-23	Wed 09-20-23
MO	08-01-23	08-31-23	Wed 09-06-23	Mon 09-11-23	Wed 09-20-23	Thu 09-21-23	Thu 09-21-23	Thu 09-21-23	Mon 09-25-23	Fri 09-29-23	Fri 09-29-23	Fri 09-29-23	Mon 10-23-23
MO	09-01-23	09-30-23	Wed 10-04-23	Mon 10-09-23	Mon 10-23-23	Tue 10-24-23	Tue 10-24-23	Tue 10-24-23	Thu 10-26-23	Tue 11-01-23	Tue 11-01-23	Tue 11-01-23	Mon 11-20-23
MO	10-01-23	10-31-23	Fri 11-03-23	Wed 11-08-23	Mon 11-20-23	Tue 11-21-23	Wed 11-21-23	Tue 11-21-23	Mon 11-27-23	Fri 12-01-23	Fri 12-01-23	Fri 12-01-23	Wed 12-20-23
MO	11-01-23	11-30-23	Tue 12-05-23	Fri 12-08-23	Wed 12-20-23	Thu 12-21-23	Thu 12-21-23	Thu 12-21-23	Wed 12-27-23	Tue 01-02-24	Tue 01-02-24	Tue 01-02-24	TBD
MO	12-01-23	12-31-23	Thu 01-04-24	Tue 01-09-24	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<i>*Early Cutoff</i>													
<i>** TAAs: Use the TARS Express Page to submit hours for Monthly/Hourly paid employees; refer to "TAA Cutoff & I-181 File Creation" column for deadlines.</i>													