



MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2024

v2 (12/20/23)

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	12-01-23	12-31-23	Thu 01-04-24	Tue 01-09-24	Wed 01-24-24	Wed 01-24-24	Thu 01-25-24	Wed 01-24-24	Fri 01-26-24	Thu 02-01-24	Thu 02-01-24	Thu 02-01-24	Thu 02-22-24
MO	01-01-24	01-31-24	Mon 02-05-24	Thu 02-08-24	Thu 02-22-24	Thu 02-22-24	Fri 02-23-24	Thu 02-22-24	Mon 02-26-24	Fri 03-01-24	Fri 03-01-24	Fri 03-01-24	Fri 03-22-24
MO	02-01-24	02-29-24	Tue 03-05-24	Fri 03-08-24	Fri 03-22-24	Fri 03-22-24	Mon 03-25-24	Fri 03-22-24	Tue 03-26-24	Mon 04-01-24	Mon 04-01-24	Mon 04-01-24	Tue 04-23-24
MO	03-01-24	03-31-24	Wed 04-03-24	Mon 04-08-24	Tue 04-23-24	Tue 04-23-24	Wed 04-24-24	Tue 04-23-24	Thu 04-25-24	Wed 05-01-24	Wed 05-01-24	Wed 05-01-24	Wed 05-22-24
MO	04-01-24	04-30-24	Fri 05-03-24	Wed 05-08-24	Wed 05-22-24	Wed 05-22-24	Thu 05-23-24	Wed 05-22-24	Fri 05-24-24	Fri 05-31-24	Fri 05-31-24	Fri 05-31-24	Fri 06-21-24
MO	05-01-24	05-31-24	Wed 06-05-24	Mon 06-10-24	Fri 06-21-24	Fri 06-21-24	Mon 06-24-24	Fri 06-21-24	Wed 06-26-24	Mon 07-01-24	Mon 07-01-24	Mon 07-01-24	Wed 07-24-24
MO	06-01-24	06-30-24	Wed 07-03-24	Tue 07-09-24	Wed 07-24-24	Wed 07-24-24	Thu 07-25-24	Wed 07-24-24	Fri 07-26-24	Thu 08-01-24	Thu 08-01-24	Thu 08-01-24	Thu 08-22-24
MO	07-01-24	07-31-24	Mon 08-05-24	Thu 08-08-24	Thu 08-22-24	Thu 08-22-24	Fri 08-23-24	Thu 08-22-24	Mon 08-26-24	Fri 08-30-24	Fri 08-30-24	Fri 08-30-24	Mon 09-23-24
MO	08-01-24	08-31-24	Thu 09-05-24	Tue 09-10-24	Mon 09-23-24	Mon 09-23-24	Tue 09-24-24	Mon 09-23-24	Wed 09-25-24	Tue 10-01-24	Tue 10-01-24	Tue 10-01-24	Thu 10-24-24
MO	09-01-24	09-30-24	Thu 10-03-24	Tue 10-08-24	Thu 10-24-24	Thu 10-24-24	Fri 10-25-24	Thu 10-24-24	Mon 10-28-24	Fri 11-01-24	Fri 11-01-24	Fri 11-01-24	Tue 11-19-24
MO	10-01-24	10-31-24	Tue 11-05-24	Fri 11-08-24	Tue 11-19-24	Tue 11-19-24	Wed 11-20-24	Tue 11-19-24	Thu 11-21-24	Wed 11-27-24	Wed 11-27-24	Wed 11-27-24	Mon 12-23-24*
MO	11-01-24	11-30-24	Wed 12-04-24	Mon 12-09-24	Mon 12-23-24*	Mon 12-23-24*	Thu 12-26-24*	Mon 12-23-24*	Fri 12-27-24	Fri 01-03-25	Fri 01-03-25	Thu 01-02-25	TBD
MO	12-01-24	12-31-24	Mon 01-06-25	Thu 01-09-25	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
*Early Cutoff													
** TAA's: Use the TARS Express Page to submit hours for Monthly/Hourly paid employees; refer to "TAA Cutoff & I-181 File Creation" column for deadlines.													