



MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2021

v5 (8/27/2021)

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 1:45 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	11-01-20	11-30-20	Thu 12-03-20	Tue 12-08-20	Tue 12-22-20 *	Wed 12-23-20 *	Wed 12-23-20 *	Wed 12-23-20 *	Tue 12-29-20	Mon 01-04-21	Mon 01-04-21	Mon 01-04-21	Thu 01-21-21
MO	12-01-20	12-31-20	Wed 01-06-21	Mon 01-11-21	Thu 01-21-21	Fri 01-22-21	Fri 01-22-21	Fri 01-22-21	Tue 01-26-21	Mon 02-01-21	Mon 02-01-21	Mon 02-01-21	Thu 02-18-21
MO	01-01-21	01-31-21	Wed 02-03-21	Mon 02-08-21	Thu 02-18-21	Fri 02-19-21	Fri 02-19-21	Fri 02-19-21	Tue 02-23-21	Mon 03-01-21	Mon 03-01-21	Mon 03-01-21	Tue 03-23-21
MO	02-01-21	02-28-21	Wed 03-03-21	Mon 03-08-21	Tue 03-23-21	Wed 03-24-21	Wed 03-24-21	Wed 03-24-21	Mon 03-29-21	Thu 04-01-21	Thu 04-01-21	Thu 04-01-21	Thu 04-22-21
MO	03-01-21	03-31-21	Mon 04-05-21	Thu 04-08-21	Thu 04-22-21	Fri 04-23-21	Fri 04-23-21	Fri 04-23-21	Tue 04-27-21	Mon 05-03-21	Fri 04-30-21	Fri 04-30-21	Thu 05-20-21
MO	04-01-21	04-30-21	Wed 05-05-21	Mon 05-10-21	Thu 05-20-21 *	Fri 05-21-21	Fri 05-21-21 *	Fri 05-21-21	Wed 05-26-21	Tue 06-01-21	Tue 06-01-21	Tue 06-01-21	Tue 06-22-21
MO	05-01-21	05-31-21	Thu 06-03-21	Tue 06-08-21	Tue 06-22-21	Wed 06-23-21	Wed 06-23-21	Wed 06-23-21	Fri 06-25-21	Thu 07-01-21	Thu 07-01-21	Thu 07-01-21	Thu 07-22-21
MO	06-01-21	06-30-21	Tue 07-06-21	Fri 07-09-21	Thu 07-22-21	Fri 07-23-21	Fri 07-23-21	Fri 07-23-21	Mon 07-26-21	Fri 07-30-21	Fri 07-30-21	Fri 07-30-21	Mon 08-23-21
MO	07-01-21	07-31-21	Wed 08-04-21	Mon 08-09-21	Mon 08-23-21	Tue 08-24-21	Tue 08-24-21	Tue 08-24-21	Thu 08-26-21	Wed 09-01-21	Wed 09-01-21	Wed 09-01-21	Wed 09-22-21
MO	08-01-21	08-31-21	Fri 09-03-21	Thu 09-09-21	Wed 09-22-21	Thu 09-23-21	Thu 09-23-21	Thu 09-23-21	Mon 09-27-21	Fri 10-01-21	Fri 10-01-21	Fri 10-01-21	Thu 10-21-21
MO	09-01-21	09-30-21	Tue 10-05-21	Fri 10-08-21	Thu 10-21-21	Fri 10-22-21	Fri 10-22-21	Fri 10-22-21	Tue 10-26-21	Mon 11-01-21	Mon 11-01-21	Mon 11-01-21	Fri 11-19-21
MO	10-01-21	10-31-21	Wed 11-03-21	Mon 11-08-21	Fri 11-19-21	Mon 11-22-21	Mon 11-22-21	Mon 11-22-21	Wed 11-24-21	Wed 12-01-21	Wed 12-01-21	Wed 12-01-21	Wed 12-22-21
MO	11-01-21	11-30-21	Fri 12-03-21	Wed 12-08-21	Wed 12-22-21	Wed 12-22-21	Mon 12-27-21 (due at 10AM)*	Mon 12-27-21 *	Tue 12-28-21	Mon 01-03-22	Mon 01-03-22	Mon 01-03-22	TBD
*Early Cutoff													
** 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.													