



MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2022

v1 (12/2/2021)

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	11-01-21	11-30-21	Fri 12-03-21	Wed 12-08-21	Wed 12-22-21	Mon 12-27-21	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	Fri 01-21-22
MO	12-01-21	12-31-21	Wed 01-05-22	Tue 01-11-22	Fri 01-21-22	Mon 01-24-22	Mon 01-24-22	Mon 01-24-22	Wed 01-26-22	Tue 02-01-22	Tue 02-01-22	Tue 02-01-22	Fri 02-18-22
MO	01-01-22	01-31-22	Thu 02-03-22	Tue 02-08-22	Fri 02-18-22	Tue 02-22-22 *	Tue 02-22-22 *	Tue 02-22-22 *	Wed 02-23-22	Tue 03-01-22	Tue 03-01-22	Tue 03-01-22	Tue 03-22-22
MO	02-01-22	02-28-22	Thu 03-03-22	Tue 03-08-22	Tue 03-22-22	Wed 03-23-22	Wed 03-23-22	Wed 03-23-22	Mon 03-28-22	Fri 04-01-22	Fri 04-01-22	Fri 04-01-22	Wed 04-20-22
MO	03-01-22	03-31-22	Tue 04-05-22	Fri 04-08-22	Wed 04-20-22	Thu 04-21-22	Thu 04-21-22	Thu 04-21-22	Mon 04-25-22	Fri 04-29-22	Fri 04-29-22	Fri 04-29-22	Mon 05-23-22
MO	04-01-22	04-30-22	Wed 05-04-22	Mon 05-09-22	Mon 05-23-22	Tue 05-24-22	Tue 05-24-22	Tue 05-24-22	Thu 05-26-22	Wed 06-01-22	Wed 06-01-22	Wed 06-01-22	Wed 06-22-22
MO	05-01-22	05-31-22	Fri 06-03-22	Wed 06-08-22	Wed 06-22-22	Thu 06-23-22	Thu 06-23-22	Thu 06-23-22	Mon 06-27-22	Fri 07-01-22	Fri 07-01-22	Fri 07-01-22	Thu 07-21-22
MO	06-01-22	06-30-22	Wed 07-06-22	Tue 07-12-22	Thu 07-21-22	Fri 07-22-22	Fri 07-22-22	Fri 07-22-22	Tue 07-26-22	Mon 08-01-22	Mon 08-01-22	Mon 08-01-22	Tue 08-23-22
MO	07-01-22	07-31-22	Wed 08-03-22	Tue 08-09-22	Tue 08-23-22	Wed 08-24-22	Wed 08-24-22	Wed 08-24-22	Fri 08-26-22	Thu 09-01-22	Thu 09-01-22	Thu 09-01-22	Wed 09-21-22
MO	08-01-22	08-31-22	Tue 09-06-22	Fri 09-09-22	Wed 09-21-22 (2PM)	Thu 09-22-22	Thu 09-22-22	Thu 09-22-22	Mon 09-26-22	Fri 09-30-22	Fri 09-30-22	Fri 09-30-22	Thu 10-20-22
MO	09-01-22	09-30-22	Wed 10-05-22	Mon 10-10-22	Thu 10-20-22	Fri 10-21-22	Fri 10-21-22	Fri 10-21-22	Mon 10-24-22	Tue 11-01-22	Tue 11-01-22	Tue 11-01-22	Fri 11-18-22
MO	10-01-22	10-31-22	Thu 11-03-22	Tue 11-08-22	Fri 11-18-22	Mon 11-21-22	Mon 11-21-22	Mon 11-21-22	Wed 11-23-22	Thu 12-01-22 *	Thu 12-01-22 *	Thu 12-01-22	Mon 12-19-22 *
MO	11-01-22	11-30-22	Mon 12-05-22	Thu 12-08-22	Mon 12-19-22 *	Tue 12-20-22 *	Tue 12-20-22 *	Tue 12-20-22 *	Tue 12-27-22	Tue 01-03-23	Tue 01-03-23	Tue 01-03-23	TBD
MO	12-01-22	12-31-22	Thu 01-05-23	Tue 01-10-23	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.													