



MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE 2023

v1 (12/22/22)

| Pay Cycle     | Leave Period Begin Date | Leave Period End Date | Employee Cutoff - due 11pm | Supervisor Cutoff - due 11pm | Pay Confirm (After 4pm) | Leave Accrual Posted (After 5pm) | Check Date   | Leave Taken in this Period Updated to UCPATH On |
|---------------|-------------------------|-----------------------|----------------------------|------------------------------|-------------------------|----------------------------------|--------------|---|
| MO            | 11-01-22                | 11-30-22              | Mon 12-05-22               | Thu 12-08-22                 | Tue 12-27-22            | Tue 01-03-23*                    | Mon 01-03-23 | Tue 01-03-23*                                   |
| MO            | 12-01-22                | 12-31-22              | Wed 01-04-23               | Mon 01-09-23                 | Wed 01-25-23            | Wed 02-01-23                     | Wed 02-01-23 | Wed 02-01-23                                    |
| MO            | 01-01-23                | 01-31-23              | Fri 02-03-23               | Wed 02-08-23                 | Wed 02-22-23            | Wed 03-01-23                     | Wed 03-01-23 | Wed 03-01-23                                    |
| MO            | 02-01-23                | 02-28-23              | Fri 03-03-23               | Wed 03-08-23                 | Fri 03-24-23            | Thu 03-30-23                     | Thu 03-30-23 | Thu 03-30-23                                    |
| MO            | 03-01-23                | 03-31-23              | Wed 04-05-23               | Mon 04-10-23                 | Tue 04-25-23            | Mon 05-01-23                     | Mon 05-01-23 | Mon 05-01-23                                    |
| MO            | 04-01-23                | 04-30-23              | Wed 05-03-23               | Mon 05-08-23                 | Fri 05-26-23            | Thu 06-01-23                     | Thu 06-01-23 | Thu 06-01-23                                    |
| MO            | 05-01-23                | 05-31-23              | Mon 06-05-23               | Thu 06-08-23                 | Mon 06-26-23            | Fri 06-30-23                     | Fri 06-30-23 | Fri 06-30-23                                    |
| MO            | 06-01-23                | 06-30-23              | Thu 07-06-23               | Tue 07-11-23                 | Wed 07-26-23            | Tues 08-01-23                    | Tue 08-01-23 | Tues 08-01-23                                   |
| MO            | 07-01-23                | 07-31-23              | Thu 08-03-23               | Tue 08-08-23                 | Mon 08-28-23            | Fri 09-01-23                     | Fri 09-01-23 | Fri 09-01-23                                    |
| MO            | 08-01-23                | 08-31-23              | Wed 09-06-23               | Mon 09-11-23                 | Mon 09-25-23            | Fri 09-29-23                     | Fri 09-29-23 | Fri 09-29-23                                    |
| MO            | 09-01-23                | 09-30-23              | Wed 10-04-23               | Mon 10-09-23                 | Thu 10-26-23            | Tue 11-01-22                     | Wed 11-01-23 | Tue 11-01-22                                    |
| MO            | 10-01-23                | 10-31-23              | Fri 11-03-23               | Wed 11-08-23                 | Mon 11-27-23            | Fri 12-01-23                     | Fri 12-01-23 | Fri 12-01-23                                    |
| MO            | 11-01-23                | 11-30-23              | Tue 12-05-23               | Fri 12-08-23                 | Wed 12-27-23            | Tue 01-02-24                     | Tue 01-02-24 | Tue 01-02-24                                    |
| MO            | 12-01-23                | 12-31-23              | Thu 01-04-24               | Tue 01-09-24                 | TBD                     | TBD                              | TBD          | TBD   |
| *Early Cutoff |                         |                       |                            |                              |                         |                                  |              |   |