

BCGEU, SCFA & EXEMPT ABSENCE SUBMISSION SCHEDULE

Pay Period NUMBER	PAY PERIOD DATE		ABSENCE SUBMISSIONS SHOULD BE APPROVED BY NOON
	FROM:	TO:	
202301	Dec 25, 2022	Jan 7, 2023	Jan 05, 2023
202302	Jan 08, 2023	Jan 21, 2023	Jan 19, 2023
202303	Jan 22, 2023	Feb 04, 2023	Feb 02, 2023
202304	Feb 05, 2023	Feb 18, 2023	Feb 15, 2023
202305	Feb 19, 2023	Mar 04, 2023	Mar 02, 2023
202306	Mar 05, 2023	Mar 18, 2023	Mar 16, 2023
202307	Mar 19, 2023	Apr 01, 2023	Mar 30, 2023
202308	Apr 02, 2023	Apr 15, 2023	Apr 13, 2023
202309	Apr 16, 2023	Apr 29, 2023	Apr 27, 2023
202310	Apr 30, 2023	May 13, 2023	May 11, 2023
202311	May 14, 2023	May 27, 2023	May 25, 2023
202312	May 28, 2023	Jun 10, 2023	Jun 08, 2023
202313	Jun 11, 2023	Jun 24, 2023	Jun 22, 2023
202314	Jun 25, 2023	Jul 08, 2023	Jul 06, 2023
202315	Jul 09, 2023	Jul 22, 2023	Jul 20, 2023
202316	Jul 23, 2023	Aug 05, 2023	Aug 02, 2023
202317	Aug 06, 2023	Aug 19, 2023	Aug 17, 2023
202318	Aug 20, 2023	Sep 02, 2023	Aug 30, 2023
202319	Sep 03, 2023	Sep 16, 2023	Sep 14, 2023
202320	Sep 17, 2023	Sep 30, 2023	Sep 27, 2023
202321	Oct 01, 2023	Oct 14, 2023	Oct 12, 2023
202322	Oct 15, 2023	Oct 28, 2023	Oct 26, 2023
202323	Oct 29, 2023	Nov 11, 2023	Nov 08, 2023
202324	Nov 12, 2023	Nov 25, 2023	Nov 23, 2023
202325	Nov 26, 2023	Dec 09, 2023	Dec 07, 2023
202326	Dec 10, 2023	Dec 23, 2023	Dec 14, 2023
202401	Dec 24, 2023	Jan 06, 2024	JAN 5, 2023

Absences may be called early depending on time lines to process payroll

** If you have absences to report for a prior period and / or have missed the submission due date you must email your adjustment to payroll and cc your supervisor for approval.

2022

PAY DATE
Jan 13, 2023
Jan 27, 2023
Feb 10, 2023
Feb 24, 2023
Mar 10, 2023
Mar 24, 2023
Apr 6, 2023
Apr 21, 2023
May 5, 2023
May 19, 2023
Jun 2, 2023
Jun 16, 2023
Jun 30, 2023
Jul 14, 2023
Jul 28, 2023
Aug 11, 2023
Aug 25, 2023
Sep 8, 2023
Sep 22, 2023
Oct 6, 2023
Oct 20, 2023
Nov 3, 2023
Nov 17, 2023
Dec 1, 2023
Dec 15, 2023
Dec 29, 2023
Jan 12, 2024



