

PWPSMRT SmartTime (Non-Exempt) Calendars - 2025

Lv Year	Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Payroll - Comp Accr & Lv Taken Thru
2024	SB 26	MN01	Mon, Dec 2, 2024	Sun, Dec 15, 2024	Mon, Dec 16, 2024	Tue, Dec 17, 2024	January 25	January	January 12, 2025
2025	SB 01	MN01	Mon, Dec 16, 2024	Sun, Dec 29, 2024	Mon, Jan 6, 2025	Tue, Jan 7, 2025	January 25	January	January 12, 2025
2025	SB 02	MN01	Mon, Dec 30, 2024	Sun, Jan 12, 2025	Mon, Jan 13, 2025	Tue, Jan 14, 2025	January 25	January	January 12, 2025
2025	SB 03	MN02	Mon, Jan 13, 2025	Sun, Jan 26, 2025	Mon, Jan 27, 2025	Tue, Jan 28, 2025	February 25	February	February 9, 2025
2025	SB 04	MN02	Mon, Jan 27, 2025	Sun, Feb 9, 2025	Mon, Feb 10, 2025	Tue, Feb 11, 2025	February 25	February	February 9, 2025
2025	SB 05	MN03	Mon, Feb 10, 2025	Sun, Feb 23, 2025	Mon, Feb 24, 2025	Tue, Feb 25, 2025	March 25	March	March 9, 2025
2025	SB 06	MN03	Mon, Feb 24, 2025	Sun, Mar 9, 2025	Mon, Mar 10, 2025	Tue, Mar 11, 2025	March 25	March	March 9, 2025
2025	SB 07	MN04	Mon, Mar 10, 2025	Sun, Mar 23, 2025	Mon, Mar 24, 2025	Tue, Mar 25, 2025	April 25	April	April 6, 2025
2025	SB 08	MN04	Mon, Mar 24, 2025	Sun, Apr 6, 2025	Mon, Apr 7, 2025	Tue, Apr 8, 2025	April 25	April	April 6, 2025
2025	SB 09	MN05	Mon, Apr 7, 2025	Sun, Apr 20, 2025	Mon, Apr 21, 2025	Tue, Apr 22, 2025	May 25	May	May 4, 2025
2025	SB 10	MN05	Mon, Apr 21, 2025	Sun, May 4, 2025	Mon, May 5, 2025	Tue, May 6, 2025	May 25	May	May 4, 2025
2025	SB 11	MN06	Mon, May 5, 2025	Sun, May 18, 2025	Mon, May 19, 2025	Tue, May 20, 2025	June 25	June	June 1, 2025
2025	SB 12	MN06	Mon, May 19, 2025	Sun, Jun 1, 2025	Mon, Jun 2, 2025	Tue, Jun 3, 2025	June 25	June	June 1, 2025
2025	SB 13	MN07	Mon, Jun 2, 2025	Sun, Jun 15, 2025	Mon, Jun 16, 2025	Tue, Jun 17, 2025	July 25	July	July 13, 2025
2025	SB 14	MN07	Mon, Jun 16, 2025	Sun, Jun 29, 2025	Mon, Jun 30, 2025	Tue, Jul 1, 2025	July 25	July	July 13, 2025
2025	SB 15	MN07	Mon, Jun 30, 2025	Sun, Jul 13, 2025	Mon, Jul 14, 2025	Tue, Jul 15, 2025	July 25	July	July 13, 2025
2025	SB 16	MN08	Mon, Jul 14, 2025	Sun, Jul 27, 2025	Mon, Jul 28, 2025	Tue, Jul 29, 2025	August 25	August	August 10, 2025
2025	SB 17	MN08	Mon, Jul 28, 2025	Sun, Aug 10, 2025	Mon, Aug 11, 2025	Tue, Aug 12, 2025	August 25	August	August 10, 2025
2025	SB 18	MN09	Mon, Aug 11, 2025	Sun, Aug 24, 2025	Mon, Aug 25, 2025	Tue, Aug 26, 2025	September 25	September	September 7, 2025
2025	SB 19	MN09	Mon, Aug 25, 2025	Sun, Sep 7, 2025	Mon, Sep 8, 2025	Tue, Sep 9, 2025	September 25	September	September 7, 2025
2025	SB 20	MN10	Mon, Sep 8, 2025	Sun, Sep 21, 2025	Mon, Sep 22, 2025	Tue, Sep 23, 2025	October 25	October	October 5, 2025
2025	SB 21	MN10	Mon, Sep 22, 2025	Sun, Oct 5, 2025	Mon, Oct 6, 2025	Tue, Oct 7, 2025	October 25	October	October 5, 2025
2025	SB 22	MN11	Mon, Oct 6, 2025	Sun, Oct 19, 2025	Mon, Oct 20, 2025	Tue, Oct 21, 2025	November 25	November	November 2, 2025
2025	SB 23	MN11	Mon, Oct 20, 2025	Sun, Nov 2, 2025	Mon, Nov 3, 2025	Tue, Nov 4, 2025	November 25	November	November 2, 2025
2025	SB 24	MN12	Mon, Nov 3, 2025	Sun, Nov 16, 2025	Mon, Nov 17, 2025	Tue, Nov 18, 2025	December 23	December	November 30, 2025
2025	SB 25	MN12	Mon, Nov 17, 2025	Sun, Nov 30, 2025	Mon, Dec 1, 2025	Tue, Dec 2, 2025	December 23	December	November 30, 2025
2025	SB 26	MN01	Mon, Dec 1, 2025	Sun, Dec 14, 2025	Mon, Dec 15, 2025	Tue, Dec 16, 2025	January 25	January	December 28, 2025
2026	SB 01	MN01	Mon, Dec 15, 2025	Sun, Dec 28, 2025	Mon, Jan 5, 2026	Tue, Jan 6, 2026	January 25	January	December 28, 2025

Term	Definition
LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll when leave will process
From/To	Actual Calendar Dates in Period
Submit Deadline	Date that system cuts off for employee time entry for period
Approve Deadline	Date that system cuts off for approvers for period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance
LvTaken Thru	The date thru which leave taken or comp time accrued is included in the new balance