

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
Week 1	 <b><u>Start New Pay Period</u></b>			Last day to enter your schedule in TALS for next week		 <b><u>Pay Day</u></b>							
Week 2				Last day to enter your schedule in TALS for next week									
Adjust schedules entered in TALS as needed.													
<b>Daily Time Entry by All</b>													
<ul style="list-style-type: none"> <li>✓ Approve Timecards for Previous Day (AM) - Manager</li> <li>✓ Review Exceptions for today (PM) – HCSR or Manager</li> </ul>		<ul style="list-style-type: none"> <li>✓ Approve Timecards for Previous Day (AM) - Manager</li> <li>✓ Review Exceptions for today (PM) – HCSR or Manager</li> </ul>		<ul style="list-style-type: none"> <li>✓ Approve Timecards for Previous Day (AM) - Manager</li> <li>✓ Review Exceptions for today (PM) – HCSR or Manager</li> </ul>		<ul style="list-style-type: none"> <li>✓ Approve Timecards for Previous Day (AM) - Manager</li> <li>✓ Review Exceptions for today (PM) – HCSR or Manager</li> </ul>							
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 <b><u>End of Pay period</u></b>													

Timecard adjustments can be made within the pay period prior to close of business on the last Saturday of the two week period.