

JULY 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|-------------------|---|--|----------|
| | | 1 | 2 | 3 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 4 July 4th Holiday | 5 |
| 6 | 7 Timecards, Pink Forms and Empower approvals for PT Due ** | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 16 Adjunct Due | 17 | 18 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 19 |
| 20 | 21 Timecards, Pink Forms and Empower approvals for PT Due **** | 22 | 23 | 24 Pioneer Day Holiday | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | | |
| | | NOTES: * Approvals for June 16th - June 30th. Make sure date range box is unchecked in Empower. **Approvals for June 21st - July 5th. ***Approvals for July 1st - July 15th ****Approvals for July 6th - July 20th. | | | | |

AUGUST 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|--|--|---|--|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 Full-time Pay Day Part-time Pay Day | 16 |
| 17 | 18 | 19 | 20 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 21 Timecards, Pink Forms and Empower approvals for PT Due **** | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 Full-time Pay Day Part-time Pay Day | 30 |
| 31 | | NOTES: * Approvals for July 16th - July 31st. Make sure date range box is unchecked in Empower. ** Approvals for July 21st - August 5th *** Approvals for August 1st - August 15th. **** Approvals for August 6th - August 20th. | | | | |

SEPTEMBER 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|-----------------------|--|--------|----------|
| | 1 Labor Day Holiday | 2 | 3 | 4 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 5 | 6 |
| 7 | 8 Timecards, Pink Forms and Empower approvals for PT Due ** | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 Full-time Pay Day Part-time Pay Day | 16 | 17 Adjunct Due | 18 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 19 | 20 |
| 21 | 22 Timecards, Pink Forms and Empower approvals for PT Due **** | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | | | | |
| | | NOTES: * Approvals for August 16th - August 31st. Make sure date range box is unchecked in Empower. ** Approvals for August 21st - September 5th *** Approvals for September 1st - September 15th. **** Approvals for September 6th - September 20th. | | | | |

OCTOBER 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|--|---|-------------------|---|----------|
| | | | 1 Adjunct Due | 2 | 3 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 4 |
| 5 | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 16 Adjunct Due | 17 | 18 |
| 19 | 20 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 21 Timecards, Pink Forms and Empower approvals for PT Due **** | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | |
| | | NOTES: * Approvals for September 16th - September 30th. Make sure date range box is unchecked in Empower. ** Approvals for September 21st - October 5th *** Approvals for October 1st - October 15th. **** Approvals for October 6th - October 20th. | | | | |

NOVEMBER 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-------------|--|--|---|---|----------|
| | | | | | | 1 |
| 2 | Adjunct Due | | Time Recaps/Empower Time-Off Requests & FT Approvals Due * | Timecards, Pink Forms and Empower approvals for PT Due ** | | 8 |
| 9 | | | | | Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 15 |
| 16 | | Adjunct Due | Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | | Timecards, Pink Forms and Empower approvals for PT Due BY 9 AM **** | 22 |
| 23 | | | Full-time Pay Day Part-time Pay Day Adjunct Pay Day | Thanksgiving Holiday | Thanksgiving Holiday | 29 |
| 30 | | NOTES: * Approvals for October 16th - October 31st. Make sure date range box is unchecked in Empower. ** Approvals for October 21st - November 5th *** Approvals for November 1st - November 15th. **** Approvals for November 6th - November 20th. | | | | |

DECEMBER 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|--|--|--------|----------|
| | 1 | 2 | 3 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** Adjunct Due | 4 | 5 | 6 |
| 7 | 8 Timecards, Pink Forms and Empower approvals for PT Due ** | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 16 | 17 | 18 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 19 | 20 |
| 21 | 22 Timecards, Pink Forms and Empower approvals for PT Due BY NOON **** | 23 | 24 Christmas Holiday | 25 Christmas Holiday | 26 | 27 |
| 28 | 29 | 30 | 31 Full-time Pay Day Part-time Pay Day | | | |
| | | NOTES: * Approvals for November 16th - November 30th. Make sure date range box is unchecked in Empower. ** Approvals for November 21st - December 5th *** Approvals for December 1st - December 15th. **** Approvals for December 6th - December 20th. | | | | |

JANUARY 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|--|--|--|----------|
| | | | | 1 New Years Day Holiday | 2 | 3 |
| 4 | 5 | 6 Time Recaps/ Empower TOR's & FT Approvals Due * Timecards, Pink Forms & PT Empower approvals Due ** | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 Full-time Pay Day Part-time Pay Day | 16 | 17 |
| 18 | 19 Martin Luther King Jr. Holiday | 20 | 21 Time Recaps/ Empower TOR's & FT Approvals Due *** Timecards, Pink Forms & PT Empower approvals Due **** | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 Full-time Pay Day Part-time Pay Day | 31 |
| | | NOTES: * Approvals for December 16th - December 31st. Make sure date range box is unchecked in Empower. ** Approvals for December 21st - January 5th *** Approvals for January 1st - January 15th. **** Approvals for January 6th - January 20th. | | | | |

FEBRUARY 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|--|--|---|----------|
| 1 | 2 | 3 | 4 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** Adjunct Due | 5 | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 14 |
| 15 | 16 Presidents' Day Holiday | 17 | 18 Adjunct Due | 19 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 20 | 21 |
| 22 | 23 Timecards, Pink Forms and Empower approvals for PT Due BY NOON **** | 24 | 25 | 26 | 27 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 28 |
| | | | | | | |
| | | NOTES: * Approvals for January 16th - January 31st. Make sure date range box is unchecked in Empower. ** Approvals for January 21st - February 5th *** Approvals for February 1st - February 15th. **** Approvals for February 6th - February 20th. | | | | |

MARCH 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|---|----------|---|----------|
| 1 | 2 | 3 Adjunct Due | 4 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 5 | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 14 |
| 15 | 16 | 17 | 18 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** Adjunct Due | 19 | 20 | 21 |
| 22 | 23 Timecards, Pink Forms and Empower approvals for PT Due **** | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | | | | |
| | | | NOTES: * Approvals for February 16th - February 28th. Make sure date range box is unchecked in Empower. ** Approvals for February 21st - March 5th *** Approvals for March 1st - March 15th. **** Approvals for March 6th - March 20th. | | | |

APRIL 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|--|---|---|---|----------|
| | | | 1 Adjunct Due | 2 | 3 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 4 |
| 5 | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | 16 Adjunct Due | 17 | 18 |
| 19 | 20 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 21 Timecards, Pink Forms and Empower approvals for PT Due **** | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | | |
| | | NOTES: * Approvals for March 16th - March 31st. Make sure date range box is unchecked in Empower. ** Approvals for March 21st - April 5th *** Approvals for April 1st - April 15th. **** Approvals for April 6th - April 20th. | | | | |

MAY 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|----------------------------|--|--|---|--|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 6 Timecards, Pink Forms and Empower approvals for PT Due ** | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 Full-time Pay Day Part-time Pay Day | 16 |
| 17 | 18 | 19 | 20 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 21 Timecards, Pink Forms and Empower approvals for PT Due **** | 22 | 23 |
| 24 | 25 Memorial Day Holiday | 26 | 27 | 28 | 29 Full-time Pay Day Part-time Pay Day | 30 |
| 31 | | NOTES: * Approvals for April 16th - April 30th. Make sure date range box is unchecked in Empower. ** Approvals for April 21st - May 5th *** Approvals for May 1st - May 15th. **** Approvals for May 6th - May 20th. | | | | |

JUNE 2015

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|---|--|--------|----------|
| | 1 | 2 | 3 Time Recaps/Empower Time-Off Requests & FT Approvals Due * | 4 | 5 | 6 |
| 7 | 8 Timecards, Pink Forms and Empower approvals for PT Due ** | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 Full-time Pay Day Part-time Pay Day | 16 | 17 Adjunct Due | 18 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** | 19 | 20 |
| 21 | 22 Timecards, Pink Forms and Empower approvals for PT Due **** | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day | | | | |
| | | NOTES: * Approvals for May 16th - May 31st. Make sure date range box is unchecked in Empower. ** Approvals for May 21st - June 5th *** Approvals for June 1st - June 15th. **** Approvals for June 6th - June 20th. | | | | |