

2022 LawTime Calendar

Payroll	Leave pd.	Calendar days covered	Holidays:	Submission deadline	Approval deadline	Comp accru + Lv Taken thru	Leave accrual month	View bal. online
JAN	L4 13	11/22/21 - 12/19/21	November 24-26	Sunday, December 19	Tuesday, December 21	December 19, 2021	January	January 25
FEB	L4 01	12/20/21 - 1/16/22	Dec 24, 27-29; Jan 3	Sunday, January 16	Tuesday, January 18	January 16, 2022	February	February 25
MAR	L4 02	1/17/22 - 2/13/22	January 17	Sunday, February 13	Tuesday, February 15	February 13, 2022	March	March 25
APR	L4 03	2/14/22 - 3/13/22		Sunday, March 13	Tuesday, March 15	March 13, 2022	April	April 25
	L4 04	3/14/22 - 4/10/22		Sunday, April 10	Tuesday, April 12	April 10, 2022		
MAY	L4 05	4/11/22 - 5/8/22		Sunday, May 08	Tuesday, May 10	May 8, 2022	May	May 25
JUN	L4 06	5/9/22 - 6/5/22	May 30	Sunday, June 05	Tuesday, June 07	June 5, 2022	June	June 25
JUL	L4 07	6/6/22 - 7/3/22		Sunday, July 03	Tuesday, July 05	July 3, 2022	July	July 25
AUG	L4 08	7/4/22 - 7/31/22	July 4	Sunday, July 31	Tuesday, August 02	July 31, 2022	August	August 25
SEP	L4 09	8/1/22 - 8/28/22		Sunday, August 28	Tuesday, August 30	August 28, 2022	September	September 25
OCT	L4 10	8/29/22 - 9/25/22	September 5	Sunday, September 25	Tuesday, September 27	September 25, 2022	October	October 25
NOV	L4 11	9/26/22 - 10/23/22		Sunday, October 23	Tuesday, October 25	October 23, 2022	November	November 25
DEC	L4 12	10/24/22 - 11/20/22		Sunday, November 20	Tuesday, November 22	November 20, 2022	December	December 25

Note: L3 & L4 cycles will run through the MN04 Payroll

Payroll	The month you will be paid
Leave pd.	The alphanumeric code used to represent specific timekeeping periods
Submission deadline	OnePort will cut off your access to this leave report on this date
Approval deadline	OnePort cuts off approval access for supervisors on this date
Comp accru + Lv taken thru	All comp accrued and leave taken by this date will be included in the new balance
Leave accrual month	The month's vacation and sick leave accruals that are included in new balance
View bal. online	Date that new leave balances will be available in OnePort