

PAYROLL
PLANNING CALENDAR

JULY 2015
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
6/28	6/29 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	6/30 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	1 HRS/JEMS FORMS FOR 7A / 2015 DUE BY 4 P.M.	2	3	4 <i>INDEPENDENCE DAY</i>
5	6 UNCLASSIFIED LEAVE REPORTS FOR JUNE DUE	7	8 HRS/JEMS FORMS FOR 8M / 2015 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	9	10	11 7A / 2015 TIMESHEETS DUE BY 2 P.M.
12	13 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	14 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	15 HRS/JEMS FORMS FOR 7B / 2015 DUE BY 4 P.M.	16	17	18
19	20	21 COMMUNICATE ALL 7M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	22	23	24	25 7B / 2015 TIMESHEETS DUE BY 2 P.M.
26	27 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	28 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	29 HRS/JEMS FORMS FOR 8A / 2015 DUE BY 4 P.M.	30	31	8/1

Deliver all payroll information to: PAYROLL, South Hall Mail Room, 102 South Hall