

PAYROLL
PLANNING CALENDAR

AUGUST 2015
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/26	7/27 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	7/28 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	7/29 HRS/JEMS FORMS FOR 8A / 2015 DUE BY 4 P.M.	7/30	7/31 HRS/JEMS FORMS FOR 9M / 2015 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF) DEADLINE #2: JEMS FORMS FOR FALL SEMESTER TA DUE BY 4 P.M.	1
2	3	4	5	6	7 8A / 2015 TIMESHEETS DUE BY 2 P.M. UNCLASSIFIED LEAVE REPORTS FOR JULY DUE BY 4 P.M.	8
9	10 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	11 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	12 HRS/JEMS FORMS FOR 8B / 2015 DUE BY 4 P.M.	13	14 *** (SUBJECT TO CHANGE, WAITING FOR INFO FROM UWSC) *** PAYROLL ADVANCES FOR NEW UNCLASSIFIED EMPLOYEES DUE	15
16	17	18 COMMUNICATE ALL 8M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	19	20	21 8B / 2015 TIMESHEETS DUE BY 2 P.M.	22
23	24 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	25 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	26 HRS/JEMS FORMS FOR 9A / 2015 DUE BY 4 P.M.	27	28	29
30	31	9/1	9/2	9/3	9/4 9A/ 2015 TIMESHEET DUE BY 2 P.M.	9/5

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