

PAYROLL
PLANNING CALENDAR

SEPTEMBER 2015
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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