

PAYROLL
PLANNING CALENDAR

OCTOBER 2015
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
9/27	9/28	9/29	9/30	1	2 10A / 2015 TIMESHEETS DUE BY 2 P.M.	3
4	5 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	6 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. UNCLASSIFIED LEAVE REPORTS FOR SEPTEMBER AND MISSING REPORTS DUE EMPLOYEE BENEFITS FAIR 9 A.M. TO 3 P.M. UNION SOUTH	7 HRS/JEMS FORMS FOR 10B / 2015 DUE BY 4 P.M.	8	9 HRS/JEMS FORMS FOR 11M / 2015 DUE BY 4 P.M.	10
11	12	13 COMMUNICATE ALL 10M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	14	15	16 10B / 2015 TIMESHEETS DUE BY 2 P.M.	17
18	19 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	20 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	21 HRS/JEMS FORMS FOR 10C / 2015 DUE BY 4 P.M.	22	23	24
25	26	27	28	29	30 10C / 2015 TIMESHEETS DUE BY 2 P.M.	31

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