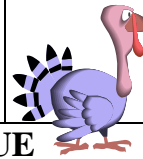


PAYROLL PLANNING CALENDAR



NOVEMBER 2015

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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