

PAYROLL PLANNING CALENDAR

DECEMBER 2015

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
11/29	11/30 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY <u>2 P.M.</u>	1 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	2 HRS/JEMS FORMS FOR 12A / 2015 DUE BY 4 P.M.	3	4	5
6 <i>HANUKKAH</i>	7 ALL 2015 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY <u>4 P.M.</u> TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2015 W-2s	8 LEAVE REPORTS FOR NOVEMBER DUE BY 4 P.M.	9 HRS/JEMS FORMS FOR 1M / 2016 DUE BY 4 P.M. (INCLUDING SPRING SEMESTER SHORT- TERM STAFF) DEADLINE #1: HRS/JEMS FORMS FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	10 *** EARLY DEADLINE *** 12A / 2015 TIMESHEETS DUE BY <u>2 P.M.</u>	11 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY <u>2 P.M.</u>	12
13	14 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY <u>2 P.M.</u> DEADLINE #2: HRS/JEMS FORMS FOR SPRING SEMESTER TA DUE BY 4 P.M.	15	16 HRS/JEMS FORMS FOR 12B / 2015 DUE BY 4 P.M.	17	18 *** EARLY DEADLINE #1 *** 12B / 2015 TIMESHEETS DUE BY <u>2 P.M.</u> STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY <u>12 P.M.</u> STUDENT HELP PAYROLL: APPROVE HOURS BY <u>2 P.M.</u> COMMUNICATE ALL 12M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	19
20	21 ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2015 SALARY DUE BY <u>9 A.M.</u> FOR INCLUSION ON 2015 W-2s	22 *** EARLY DEADLINE #2 *** 12B / 2015 TIMESHEETS DUE BY <u>9 A.M.</u>	23	24 <i>CHRISTMAS EVE</i> PAYROLL OFFICE CLOSED	25 <i>CHRISTMAS DAY</i> PAYROLL OFFICE CLOSED	26 <i>KWANZAA</i>
27	28 *** EARLY DEADLINE #2 *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY <u>12 P.M.</u> STUDENT HELP PAYROLL: APPROVE HOURS BY <u>2 P.M.</u>	29	30 HRS/JEMS FORMS FOR 1A / 2016 DUE BY 4 P.M.	31 <i>NEW YEAR'S EVE</i> PAYROLL OFFICE CLOSED	1/1 <i>NEW YEAR'S DAY</i> PAYROLL OFFICE CLOSED	1/2

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