

PAYROLL
PLANNING CALENDAR

FEBRUARY 2016
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1/31	1	2	3	4	5 2A / 2016 TIMESHEETS DUE BY 2 P.M.	6
7	8 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. FA, AS, LI LEAVE REPORTS FOR JANUARY DUE BY 4 P.M.	9 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	10 HRS/JEMS FORMS FOR 2B / 2016 DUE BY 4 P.M.	11	12	13
14	15	16 COMMUNICATE ALL 2M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	17	18	19 2B / 2016 TIMESHEETS DUE BY 2 P.M. HRS/JEMS FORMS FOR 3M / 2016 DUE BY 4 P.M.	20
21	22 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	23 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	24 HRS/JEMS FORMS FOR 3A / 2016 DUE BY 4 P.M.	25	26	27
28	29	3/1	3/2	3/3	3/4 3A / 2016 TIMESHEETS DUE BY 2 P.M.	3/5

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