

PAYROLL
PLANNING CALENDAR



MARCH 2016
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2/28	2/29	1	2	3	4 3A / 2016 TIMESHEETS DUE BY 2 P.M.	5
6	7 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. FA, AS, LI LEAVE REPORTS FOR FEBRUARY DUE BY 4 P.M.	8 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	9 HRS/JEMS FORMS FOR 3B / 2016 DUE BY 4 P.M.	10	11	12
13	14	15	16	17 *** EARLY DEADLINE *** 3B / 2016 TIMESHEETS DUE BY 2 P.M. HRS/JEMS FORMS FOR 4M / 2016 DUE BY 4 P.M.	18 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	19
20	21 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	22	23 HRS/JEMS FORMS FOR 4A / 2016 DUE BY 4 P.M.	24 *** NON-ROUTINE DEADLINE *** COMMUNICATE ALL 3M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	25	26
27	28	29	30	31	4/1	4/2

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