

PAYROLL
PLANNING CALENDAR

APRIL 2016
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

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

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