

PAYROLL
PLANNING CALENDAR

JUNE 2016
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
5/29	5/30 MEMORIAL DAY L&S HR/PAYROLL OFFICE CLOSED	5/31 * NON-REGULAR DEADLINE * STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 12 P.M. * NON-REGULAR DEADLINE * STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	1 HRS/JEMS FORMS FOR 6A / 2016 DUE BY 4 P.M.	2	3	4
5	6 FA, AS, LI LEAVE REPORTS FOR MAY DUE BY 4 P.M.	7 HRS/JEMS FORMS FOR 7M / 2016 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	8	9	10 6A / 2016 TIMESHEET DUE BY 2 P.M.	11
12	13 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. ALL FY16 SALARY COST TRANSFER DUE BY 4 P.M.	14 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	15 HRS/JEMS FORMS FOR 6B / 2016 DUE BY 4 P.M.	16	17 * NON-REG DEADLINE * COMMUNICATE ALL 6M / 2016 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	18
19	20	21	22	23 *** EARLY DEADLINE *** 6B / 2016 TIMESHEET DUE BY 2 P.M.	24	25
26	27 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 12 P.M. *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	28	29	30	7/1	7/2

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