

PAYROLL
PLANNING CALENDAR

JULY 2016
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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