

PAYROLL  
PLANNING CALENDAR

**AUGUST 2016**  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/31	1	2	3	4	5 8A / 2016 TIMESHEETS DUE BY 2 P.M.  HRS/JEMS FORMS FOR 9M / 2016 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF)  DEADLINE #1: JEMS FORMS FOR FALL SEMESTER TA DUE BY 4 P.M.	6
7	8 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	9 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	10 HRS/JEMS FORMS FOR 8B / 2016 DUE BY 4 P.M.	11	12 FA, AS, LI LEAVE REPORTS FOR JULY DUE BY 4 P.M.  DEADLINE #2: JEMS FORMS FOR FALL SEMESTER TA DUE BY 4 P.M.	13
14	15	16 COMMUNICATE ALL 8M / 2016 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	17	18	19 8B / 2016 TIMESHEETS DUE BY 2 P.M.  *** (SUBJECT TO CHANGE, WAITING FOR UWSC'S INFO) *** SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/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 9A / 2016 DUE BY 4 P.M.	25	26	27
28	29	30	31	9/1	9/2 9A / 2016 TIMESHEET DUE BY 2 P.M.	9/3

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