

PAYROLL
PLANNING CALENDAR

SEPTEMBER 2016
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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