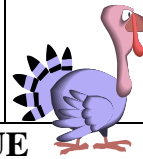


PAYROLL PLANNING CALENDAR



NOVEMBER 2016

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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