

PAYROLL PLANNING CALENDAR

DECEMBER 2016

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
11/27	11/28 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	11/29 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	11/30 HRS/JEMS FORMS FOR 12A / 2016 DUE BY 4 P.M.	1	2	3
4	5	6	7 FA, AS, LI LEAVE REPORTS FOR NOVEMBER DUE BY 4 P.M.	8	9 12A / 2016 TIMESHEETS DUE BY 2 P.M. ALL 2016 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY 4 P.M. TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2016 W-2s	10
11	12 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. HRS/JEMS FORMS FOR 1M / 2017 DUE BY 4 P.M. (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DEADLINE #1: HRS/JEMS FORMS FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	13 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	14 HRS/JEMS FORMS FOR 12B / 2016 DUE BY 4 P.M.	15	16 DEADLINE #2: HRS/JEMS FORMS FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	17
18	19 ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2016 SALARY DUE BY 9 A.M. FOR INCLUSION ON 2016 W-2s	20 COMMUNICATE ALL 12M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	21	22 *** EARLY DEADLINE *** 12B / 2016 TIMESHEETS DUE BY 2 P.M.	23 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	24 HANUKKA H CHRISTMA S EVE
25 CHRISTMA S DAY	26 KWANZAA CHRISTMAS DAY (OBSERVED) L&S HR/PAYROLL OFFICE CLOSED	27 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	28 HRS/JEMS FORMS FOR 1A / 2017 DUE BY 4 P.M.	29	30	31 NEW YEAR'S EVE
1/1 NEW YEAR'S DAY	1/2 NEW YEAR'S DAY (OBSERVED) L&S HR/PAYROLL OFFICE CLOSED	1/3	1/4	1/5	1/6	1/7

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