

PAYROLL  
PLANNING CALENDAR

JANUARY 2017  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 NEW YEAR'S DAY (OBSERVED) L&S HR/PAYROLL OFFICE CLOSED	3	4	5	6 1A / 2017 TIMESHEETS DUE BY 2 P.M.	7
8	9 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.  FA, AS, LI LEAVE REPORTS FOR DECEMBER DUE BY 4 P.M.	10 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	11 HRS/JEMS FORMS FOR 1B / 2017 DUE BY 4 P.M.	12	13 HRS/JEMS FORMS FOR 2M / 2017 DUE BY 4 P.M.	14
15	16 MARTIN LUTHER KING JR. DAY L&S HR/PAYROLL OFFICE CLOSED	17 <b>COMMUNICATE ALL 1M / 2017 DISCREPANCIES TO L&amp;S PAYROLL BY 12 P.M.</b>	18	19	20 1B / 2017 TIMESHEETS DUE BY 2 P.M.	21
22	23 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	24 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	25 HRS/JEMS FORMS FOR 2A / 2017 DUE BY 4 P.M.	26	27	28
29	30	31	2/1	2/2	2/3	2/4

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