

PAYROLL
PLANNING CALENDAR

FEBRUARY 2017
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1/29	1/30	1/31	1	2	3 2A / 2017 TIMESHEETS DUE BY 2 P.M.	4
5	6 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	7 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. FA, AS, LI LEAVE REPORTS FOR JANUARY DUE BY 4 P.M.	8 HRS/JEMS FORMS FOR 2B / 2017 DUE BY 4 P.M.	9	10 HRS/JEMS FORMS FOR 3M / 2017 DUE BY 4 P.M.	11
12	13	14 COMMUNICATE ALL 2M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	15	16 *EARLY DEADLINE* 2B / 2017 TIMESHEETS DUE BY 2 P.M.	17	18
19	20 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	21 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	22 HRS/JEMS FORMS FOR 3A / 2017 DUE BY 4 P.M. TENTATIVE: HRS OUTAGE STARTING 12 P.M.	23 HRS OUTAGE	24 HRS OUTAGE	25 HRS OUT- AGE
26 HRS OUT- AGE	27 TARGETED: HRS 9.2 GO LIVE IN A.M.	28	3/1	3/2	3/3 3A / 2017 TIMESHEETS DUE BY 2 P.M.	3/4

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