

PAYROLL
PLANNING CALENDAR



MARCH 2017
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2/26	2/27 HRS 9.2 GO LIVE!!	2/28	1	2	3 3A / 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 FEBRUARY DUE BY 4 P.M.	8 HRS/JEMS FORMS FOR 3B / 2017 DUE BY 4 P.M.	9	10 HRS/JEMS FORMS FOR 4M / 2017 DUE BY 4 P.M.	11
12	13	14 COMMUNICATE ALL 3M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	15	16	17 3B / 2017 TIMESHEETS DUE BY 2 P.M.	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 4A / 2017 DUE BY 4 P.M.	23	24	25
26	27	28	29	30	31 4A / 2017 TIMESHEETS DUE BY 2 P.M.	4/1

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