

PAYROLL  
PLANNING CALENDAR

APRIL 2017  
Centralized Departments

COLLEGE of  
LETTERS & SCIENCE

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

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