

PAYROLL PLANNING CALENDAR	<h1 style="margin: 0;">MAY 2017</h1> <h2 style="margin: 0;">Centralized Departments</h2>	COLLEGE OF LETTERS & SCIENCE
--------------------------------------	--	---

SUN	MON	TUE	WED	THU	FRI	SAT
4/30	1 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	2 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	3 HRS/JEMS FORMS FOR 5A / 2017 DUE BY 4 P.M.	4	5	6
7	8	9	10 FA, AS, LI LEAVE REPORTS FOR APRIL DUE BY 4 P.M.	11 * EARLY DEADLINE * 5A / 2017 TIMESHEETS DUE BY 9 A.M.	12	13
14	15 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	16 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	17 HRS/JEMS FORMS FOR 5B / 2017 DUE BY 4 P.M. HRS/JEMS FORMS FOR 6M / 2017 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	18	19	20
21	22 *NON-REGULAR DEADLINE* COMMUNICATE ALL 5M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	23	24	25 * EARLY DEADLINE * 5B / 2017 TIMESHEETS DUE BY 9 A.M.	26 * EARLY DEADLINE * STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	27
28	29 <i>MEMORIAL DAY</i> L&S HR/PAYROLL OFFICE CLOSED	30 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	31 HRS/JEMS FORMS FOR 6A / 2017 DUE BY 4 P.M.	6/1	6/2	6/3

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