

PAYROLL
PLANNING CALENDAR

JUNE 2017
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
5/28	5/29 MEMORIAL DAY L&S HR/PAYROLL OFFICE CLOSED	5/30 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	5/31 HRS/JEMS FORMS FOR 6A / 2017 DUE BY 4 P.M.	1	2	3
4	5	6	7 HRS/JEMS FORMS FOR 7M / 2017 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	8 FA, AS, LI LEAVE REPORTS FOR MAY DUE BY 4 P.M.	9 6A / 2017 TIMESHEET DUE BY 9 A.M.	10
11	12 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. ALL FY17 SALARY COST TRANSFER DUE BY 4 P.M.	13 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	14 HRS/JEMS FORMS FOR 6B / 2017 DUE BY 4 P.M.	15	16	17
18	19 * NON-REG DEADLINE * COMMUNICATE ALL 6M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	20	21	22 *** EARLY DEADLINE *** 6B / 2017 TIMESHEET DUE BY 9 A.M.	23	24
25	26 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 12 P.M.	27 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	28 HRS/JEMS FORMS FOR 7A / 2017 DUE BY 4 P.M.	29	30	7/1

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