

PAYROLL
PLANNING CALENDAR

JULY 2017
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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