

PAYROLL
PLANNING CALENDAR

AUGUST 2017
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/30	7/31	1	2	3	4 8A / 2017 TIMESHEETS DUE BY 9 A.M. HRS/JEMS FORMS FOR 9M / 2017 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF) DEADLINE #1: JEMS FORMS FOR FALL SEMESTER TA DUE BY 4 P.M.	5
6	7 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	8 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	9 HRS/JEMS FORMS FOR 8B / 2017 DUE BY 4 P.M.	10 FA, AS, LI LEAVE REPORTS FOR JULY DUE BY 4 P.M.	11 DEADLINE #2: JEMS FORMS FOR FALL SEMESTER TA DUE BY 4 P.M.	12
13	14	15	16	17 *** EARLY DEADLINE *** 8B / 2017 TIMESHEETS DUE BY 9 A.M.	18 SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2017) DUE BY 4 P.M.	19
20	21 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 9 A.M.	22 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 9 A.M.	23 HRS/JEMS FORMS FOR 9A / 2017 DUE BY 4 P.M.	24 * NON-REG DEADLINE * COMMUNICATE ALL 8M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	25	26
27	28	29	30	31	9/1 9A/ 2017 TIMESHEET DUE BY 9 A.M.	9/2

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