

PAYROLL
PLANNING CALENDAR

SEPTEMBER 2017
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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