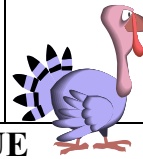


# PAYROLL PLANNING CALENDAR



# NOVEMBER 2017

## Centralized Departments

# COLLEGE OF LETTERS & SCIENCE

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

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