

PAYROLL PLANNING CALENDAR

DECEMBER 2017

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7 FA, AS, LI LEAVE REPORTS FOR NOVEMBER DUE BY 4 P.M.	8 DEADLINE #1: HRS/JEMS FORMS FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M. ALL 2017 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY 2 P.M. TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2017 W-2s 12A / 2017 TIMESHEETS DUE BY 9 A.M.	9
10	11 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	12 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	13 HRS/JEMS FORMS FOR 1M / 2018 DUE BY 4 P.M. (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DEADLINE #2: HRS/JEMS FORMS FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M. HRS/JEMS FORMS FOR 12B / 2017 DUE BY 4 P.M.	14	15	16
17	18 *** NON-REG DEADLINE *** COMMUNICATE ALL 12M / 2017 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	19	20	21 *** EARLY DEADLINE *** 12B / 2017 TIMESHEETS DUE BY 9 A.M.	22 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2017 SALARY DUE BY 2 P.M. FOR INCLUSION ON 2017 W-2s	23
24 <i>CHRISTMAS EVE</i>	25 <i>CHRISTMAS DAY</i> L&S HR/PAYROLL OFFICE CLOSED	26 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	27 HRS/JEMS FORMS FOR 1A / 2018 DUE BY 4 P.M.	28	29	30
31 <i>NEW YEAR'S EVE</i>	1/1 <i>NEW YEAR'S DAY</i> L&S HR/PAYROLL OFFICE CLOSED	1/2	1/3	1/4	1/5	1/6

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