

PAYROLL
PLANNING CALENDAR

JANUARY 2018
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
12/31	1 NEW YEAR'S DAY L&S HR/PAYROLL OFFICE CLOSED	2	3	4 * EARLY DEADLINE * 1A / 2018 TIMESHEETS DUE BY 9 A.M.	5 * EARLY DEADLINE * STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	6
7	8 * EARLY DEADLINE * STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. FA, AS, LI LEAVE REPORTS FOR DECEMBER 2017 DUE BY 2 P.M.	9	10 L&S HIRING/JOB CHANGE FORMS FOR 1B / 2018 DUE BY 2 P.M.	11	12 L&S HIRING/JOB CHANGE FORMS FOR 2M / 2018 DUE BY 2 P.M.	13
14	15 MARTIN LUTHER KING JR. DAY L&S HR/PAYROLL OFFICE CLOSED	16 COMMUNICATE ALL 1M / 2018 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	17	18	19 1B / 2018 TIMESHEETS DUE BY 9 A.M.	20
21	22 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	23 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	24 L&S HIRING/JOB CHANGE FORMS FOR 2A / 2018 DUE BY 2 P.M.	25	16	27
28	29	30	31	2/1	2/2 2A / 2018 TIMESHEETS DUE BY 9 A.M.	2/3

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