

**PAYROLL  
PLANNING CALENDAR**

**FEBRUARY 2018**  
Centralized Departments

**COLLEGE of  
LETTERS & SCIENCE**

SUN	MON	TUE	WED	THU	FRI	SAT
1/28	1/29	1/30	1/31	1	2 2A / 2018 TIMESHEETS DUE BY 9 A.M.	3
4	5 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	6 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.  FA, AS, LI LEAVE REPORTS FOR JANUARY 2018 DUE BY 2 P.M.	7 HRS/JEMS FORMS FOR 2B / 2018 DUE BY 2 P.M.	8	9	10
11	12	13 COMMUNICATE ALL 2M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	14	15	16 2B / 2018 TIMESHEETS DUE BY 9 A.M.  HRS/JEMS FORMS FOR 3M / 2018 DUE BY 2 P.M.	17
18	19 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	20 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	21 HRS/JEMS FORMS FOR 3A / 2018 DUE BY 2 P.M.	22	23	24
25	26	27	28	3/1	3/2 3A / 2018 TIMESHEETS DUE BY 9 A.M.	3/3

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