

PAYROLL
PLANNING CALENDAR



MARCH 2018
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2/25	2/26	2/27	2/28	1	2 3A / 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 FEBRUARY 2018 DUE BY 2 P.M.	7 HRS/JEMS FORMS FOR 3B / 2018 DUE BY 2 P.M.	8	9	10
11	12	13 COMMUNICATE ALL 3M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	14	15	16 3B / 2018 TIMESHEETS DUE BY 9 A.M. HRS/JEMS FORMS FOR 4M / 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 3C / 2018 DUE BY 2 P.M.	22	23	24
25	26	27	28	29	30 3C / 2018 TIMESHEETS DUE BY 9 A.M.	31

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