

PAYROLL
PLANNING CALENDAR

APRIL 2018
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

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

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