

<b>PAYROLL PLANNING CALENDAR</b>	<h1 style="margin: 0;">MAY 2018</h1> <h2 style="margin: 0;">Centralized Departments</h2>	<b>COLLEGE OF LETTERS &amp; SCIENCE</b>
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SUN	MON	TUE	WED	THU	FRI	SAT
4/29	4/30 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	1 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	2 L&S HIRING/ JOB CHANGE FORMS FOR 5A / 2018 DUE BY 2 P.M.	3	4	5
6	7	8	9 FA, AS, LI LEAVE REPORTS FOR APRIL 2018 DUE BY 2 P.M.	10	11 5A / 2018 TIMESHEETS DUE BY 9 A.M.	12
13	14 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	15 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	16 L&S HIRING/ JOB CHANGE FORMS FOR 5B / 2018 DUE BY 2 P.M.	17	18 L&S HIRING/ JOB CHANGE FORMS FOR 6M / 2018 DUE BY 2 P.M. <b>(INCLUDING SUMMER SESSION AND SUMMER SERVICE)</b>	19
20	21	22 <b>COMMUNICATE ALL 5M / 2018 DISCREPANCIES TO L&amp;S HR/PAYROLL BY 12 P.M.</b>	23	24 <b>* EARLY DEADLINE *</b> 5B / 2018 TIMESHEETS DUE BY 9 A.M.	25 <b>* EARLY DEADLINE *</b> STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	26
27	28 <i>MEMORIAL DAY</i> L&S HR/PAYROLL OFFICE CLOSED	29 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	30 L&S HIRING/ JOB CHANGE FORMS FOR 6A / 2018 DUE BY 2 P.M.	31	6/1	6/2

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