

PAYROLL
PLANNING CALENDAR

JUNE 2018
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
5/27	5/28 MEMORIAL DAY L&S HR/PAYROLL OFFICE CLOSED	5/29 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	5/30 L&S HIRING/ JOB CHANGE FORMS FOR 6A / 2018 DUE BY 2 P.M.	5/31	1	2
3	4	5	6	7 FA, AS, LI LEAVE REPORTS FOR MAY 2018 DUE BY 2 P.M.	8 6A / 2018 TIMESHEET DUE BY 9 A.M. L&S HIRING/ JOB CHANGE FORMS FOR 7M / 2018 DUE BY 2 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	9
10	11 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. ALL FY18 SALARY COST TRANSFER DUE BY 2 P.M.	12 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	13 L&S HIRING/ JOB CHANGE FORMS FOR 6B / 2018 DUE BY 2 P.M.	14	15	16
17	18	19 COMMUNICATE ALL 6M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	20	21 *** EARLY DEADLINE *** 6B / 2018 TIMESHEET DUE BY 9 A.M.	22 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	23
24	25 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	26	27 L&S HIRING/ JOB CHANGE FORMS FOR 7A / 2018 DUE BY 2 P.M.	28	29	30

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