

PAYROLL  
PLANNING CALENDAR

**JULY 2018**  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

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

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