

PAYROLL
PLANNING CALENDAR

AUGUST 2018
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/29	7/30	7/31	1	2	3 8A / 2018 TIMESHEETS DUE BY 9 A.M.	4
5	6 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. L&S HIRING/ JOB CHANGE FORMS FOR 9M / 2018 DUE BY 2 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF) DEADLINE #1: L&S HIRING/ JOB CHANGE FORMS/ SPREADSHEET FOR FALL SEMESTER TA DUE BY 2 P.M.	7 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	8 L&S HIRING/ JOB CHANGE FORMS FOR 8B / 2018 DUE BY 2 P.M.	9 FA, AS, LI LEAVE REPORTS FOR JULY 2018 DUE BY 2 P.M.	10 DEADLINE #2: L&S HIRING/ JOB CHANGE FORMS/ SPREADSHEET FOR FALL SEMESTER TA DUE BY 2 P.M.	11
12	13	14 COMMUNICATE ALL 8M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	15	16	17 8B / 2018 TIMESHEETS DUE BY 9 A.M. *** SUBJECT TO CHANGE *** SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2018) DUE BY 2 P.M.	18
19	20 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	21 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	22 L&S HIRING/ JOB CHANGE FORMS FOR 9A / 2018 DUE BY 2 P.M.	23	24	25
26	27	28	29	30	31 9A/ 2018 TIMESHEET DUE BY 9 A.M.	9/1

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