

PAYROLL  
PLANNING CALENDAR

SEPTEMBER 2018  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

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

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