

PAYROLL
PLANNING CALENDAR

OCTOBER 2018
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
9/30	1 * EARLY DEADLINE * STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	2	3 L&S HIRING/ JOB CHANGE FORMS FOR 10A / 2018 DUE BY 2 P.M.	4	5 L&S HIRING/ JOB CHANGE FORMS FOR 11M / 2018 DUE BY 2 P.M.	6
7	8 FA, AS, LI LEAVE REPORTS FOR SEPTEMBER AND MISSING REPORTS DUE BY 2 P.M.	9 EMPLOYEE BENEFITS FAIR 10 A.M. TO 6 P.M. UNION SOUTH	10	11	12 10A / 2018 TIMESHEETS DUE BY 9 A.M.	13
14	15 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	16 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	17 L&S HIRING/ JOB CHANGE FORMS FOR 10B / 2018 DUE BY 2 P.M.	18	19	20
21	22	23 COMMUNICATE ALL 10M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	24	25	26 10B / 2018 TIMESHEETS DUE BY 9 A.M. ANNUAL BENEFITS ENROLLMENT ENDS	27
28	29 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	30 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	31 L&S HIRING/ JOB CHANGE FORMS FOR 11A / 2018 DUE BY 2 P.M.	11/1	11/2	11/3
11/4	11/5	11/6	11/7	11/8 * EARLY DEADLINE * 11A / 2018 TIMESHEETS DUE BY 9 A.M.	11/9 * EARLY DEADLINE * STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	11/10

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