

# PAYROLL PLANNING CALENDAR



# NOVEMBER 2018

## Centralized Departments

# COLLEGE OF LETTERS & SCIENCE

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

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