

PAYROLL PLANNING CALENDAR

DECEMBER 2018

Centralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6 FA, AS, LI LEAVE REPORTS FOR NOVEMBER DUE BY 2 P.M.	7 DEADLINE #1: L&S HIRING/ JOB CHANGE FORMS FOR SPRING SEMESTER TA JOBS DUE BY 2 P.M. ALL 2018 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY 2 P.M. TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2018 W-2s 12A / 2018 TIMESHEETS DUE BY 9 A.M.	8
9	10 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	11 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	12 L&S HIRING/ JOB CHANGE FORMS FOR 1M / 2019 (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DUE BY 2 P.M. DEADLINE #2: L&S HIRING/ JOB CHANGE FORMS FOR SPRING SEMESTER TA JOBS DUE BY 2 P.M. L&S HIRING/ JOB CHANGE FORMS FOR 12B / 2018 DUE BY 2 P.M. WORKFLOW FOR LUMP SUM PAYMENT FOR 12M / 2018 COMPLETE BY 12 P.M.	13	14	15
16	17 *** NON-REG DEADLINE *** COMMUNICATE ALL 12M / 2018 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	18	19 *** EARLY DEADLINE *** 12B / 2018 TIMESHEETS DUE BY 9 A.M.	20 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	21 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2018 SALARY DUE BY 2 P.M. FOR INCLUSION ON 2018 W-2s	22
23	24 <i>CHRISTMAS EVE</i> L&S HR/PAYROLL OFFICE CLOSED	25 <i>CHRISTMAS DAY</i> L&S HR/PAYROLL OFFICE CLOSED	26 L&S HIRING/ JOB CHANGE FORMS FOR 1A / 2019 DUE BY 2 P.M.	27	28	29
30	31 <i>NEW YEAR'S EVE</i> L&S HR/PAYROLL OFFICE CLOSED	1/1 <i>NEW YEAR'S DAY</i> L&S HR/PAYROLL OFFICE CLOSED	1/2	1/3	1/4	1/5

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