

PAYROLL
PLANNING CALENDAR

JUNE 2020
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

| SUN | MON | TUE | WED | THU | FRI | SAT |
|------|--|--|---|--|--|-----|
| 5/31 | 1 | 2 | 3 | 4 | 5 6A / 2020 TIMESHEET DUE BY 9 A.M. | 6 |
| 7 | 8 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. ALL FY20 SALARY COST TRANSFER DUE BY 2 P.M. | 9 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. | 10 L&S HIRING/ JOB CHANGE FORMS FOR 6B / 2020 DUE BY 2 P.M. LUMP SUM PAYMENT WORKFLOW FOR 6M / 2020 COMPLETE BY 12 P.M. | 11 FA, AS, LI LEAVE REPORTS FOR MAY 2020 DUE BY 2 P.M. | 12 L&S HIRING/ JOB CHANGE FORMS/ V-BASIS & S-BASIS SALARY INFO WORKSHEET FOR 7M / 2020 DUE BY 2 P.M. | 13 |
| 14 | 15 | 16 COMMUNICATE ALL 6M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M. | 17 | 18 | 19 6B / 2020 TIMESHEET DUE BY 9 A.M. | 20 |
| 21 | 22 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. | 23 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. | 24 L&S HIRING/ JOB CHANGE FORMS FOR 7A / 2020 DUE BY 2 P.M. | 25 | 26 | 27 |
| 28 | 29 | 30 | 7/1 | 7/2 | 7/3 7A / 2020 TIMESHEET DUE BY 9 A.M. | 7/4 |

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