

PAYROLL
PLANNING CALENDAR

JANUARY 2020
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
12/29	12/30	12/31 <i>NEW YEAR'S EVE</i> L&S PAYROLL/HR OFFICE CLOSED	1 <i>NEW YEAR'S DAY</i> L&S PAYROLL/HR OFFICE CLOSED	2	3 1A / 2020 TIMESHEETS DUE BY 9 A.M.	4
5	6 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. FA, AS, LI LEAVE REPORTS FOR DECEMBER 2019 DUE BY 2 P.M.	7 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	8 L&S HIRING/ JOB CHANGE FORMS FOR 1B / 2020 DUE BY 2 P.M. LUMP SUM PAYMENT WORKFLOW FOR 1M / 2020 COMPLETE BY 12 P.M. L&S HIRING/ JOB CHANGE FORMS FOR 2M / 2020 DUE BY 2 P.M.	9	10	11
12	13	14 COMMUNICATE ALL 1M / 2020 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	15	16	17 1B / 2020 TIMESHEETS DUE BY 9 A.M.	18
19	20 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. <i>MARTIN LUTHER KING JR. DAY</i> L&S PAYROLL/HR OFFICE CLOSED	21 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	22 L&S HIRING/ JOB CHANGE FORMS FOR 2A / 2020 DUE BY 2 P.M.	23	24	25
26	27	28	29	30	31 2A / 2020 TIMESHEETS DUE BY 9 A.M.	2/1

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