

PAYROLL  
PLANNING CALENDAR

**FEBRUARY 2020**  
Centralized Departments

COLLEGE of  
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1/26	1/27	1/28	1/29	1/30	1/31 2A / 2020 TIMESHEETS DUE BY 9 A.M.	1
2	3 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	4 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	5 L&S HIRING/ JOB CHANGE FORMS FOR 2B / 2020 DUE BY 2 P.M.	6 FA, AS, LI LEAVE REPORTS FOR JANUARY 2020 DUE BY 2 P.M.	7	8
9	10	11	12 L&S HIRING/ JOB CHANGE FORMS FOR 3M / 2020 DUE BY 2 P.M.	13 <b>* EARLY DEADLINE *</b> 2B / 2020 TIMESHEETS DUE BY 9 A.M.	14 <b>* EARLY DEADLINE *</b> STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	15
16	17 <b>* EARLY DEADLINE *</b> STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	18 <b>LUMP SUM PAYMENT WORKFLOW FOR 2M / 2020 COMPLETE BY 12 P.M.</b>	19 L&S HIRING/ JOB CHANGE FORMS FOR 2C / 2020 DUE BY 2 P.M.	20	21 <b>* NON-REG DEADLINE *</b> <b>COMMUNICATE ALL 2M / 2020 DISCREPANCIES TO L&amp;S HR/PAYROLL BY 12 P.M.</b>	22
23	24	25	26	27	28 2C / 2020 TIMESHEETS DUE BY 9 A.M.	29

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