

PAYROLL  
PLANNING CALENDAR



MARCH 2020  
Centralized Departments

COLLEGE of  
LETTERS & SCIENCE

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

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