

PAYROLL  
PLANNING CALENDAR

MAY 2020  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

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

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