### PAYROLL PLANNING CALENDAR

**JULY 2012**

Centralized Departments

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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</thead>
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**Centralized Departments**

- **6/25**
  - **STUDENT HELP PAYROLL:** APPROVE HOURS BY 12 P.M.
    - **(EARLY DEADLINE)**

- **6/26**
  - **STUDENT HELP PAYROLL:** APPROVE HOURS BY 12 P.M.
    - **(EARLY DEADLINE)**

- **6/27**
  - **STUDENT HELP PAYROLL:** CLEAR EXCEPTIONS BY 2 P.M.

- **6/28**
  - **STUDENT HELP PAYROLL:** APPROVE HOURS BY 2 P.M.
  - **HRS/JEMS FORMS FOR JULY B BIWEEKLY PAYROLL DUE**
  - **(EARLY DEADLINE)**

- **6/29**
  - **JUNE C BIWEEKLY TIMESHEET DUE BY 9 A.M.**
  - **(EARLY DEADLINE)**

- **7/1**
  - **STUDENT HELP PAYROLL:** CLEAR EXCEPTIONS BY 2 P.M.

- **7/2**
  - **STUDENT HELP PAYROLL:** APPROVE HOURS BY 2 P.M.

- **7/3**
  - **STUDENT HELP PAYROLL:** CLEAR EXCEPTIONS BY 2 P.M.

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