

PAYROLL PLANNING CALENDAR

Updated on the web by the 15th of every month:
<http://www.uwex.edu/payroll/>

JULY 2008

UW – EXTENSION

<http://www.uwex.edu/payroll/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 * Kronos export (student)	1	2 Appointment info for July A LTE & Classified payroll due	3 Unclassified mocks due	4 Office Closed *Holiday	5
6	7 July A classified time sheets and LTE check sheets due	8 Unclassified PA"s and leave reports due	9	10	11	12
13	14 July A Student Approvals due in Kronos	15 * Kronos export (student)	16 Appointment info for July B LTE & Classified payroll due	17	18 Doug's last day ☹	19
20	21 July B classified time sheets and LTE check sheets due	22	23	24	25 EOM & Ad Hoc payroll info due	26
27	28 July B Student Approvals due in Kronos	29 * Kronos export (student)	30 Appointment info for Aug A LTE & Classified payroll due	31	1	2

***Note to departments using Kronos & Student Payroll system: last day to enter student hours.**

- Deliver all payroll information to: 432 North Lake Street, Room 105, Madison, WI 53706 Fax: (608)265-5247