

PAYROLL PLANNING CALENDAR

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

AUGUST 2008

UW – EXTENSION
<http://www.uwex.edu/payroll.>

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

***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