

PAYROLL PLANNING CALENDAR

NOVEMBER 2009

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Oct C Student Approvals due in Kronos	3 *Kronos export (student)	4	5	6	7
8	9 Nov A classified & LTE time sheets due	10 Unclassified leave reports and PA's due	11	12	13	14
15	16 Nov A Student Approvals due in Kronos	17 *Kronos export (student)	18	19	20 Nov B classified & LTE time sheets <i>due early</i>	21
22	23	24 EOM & Ad Hoc payroll info due	25	26 Holiday Office Closed	27 Mandatory furlough day Office Closed	28
29	30 Nov B Student Approvals due in Kronos	1 *Kronos export (student)	2	3	4	5

***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