

Google and Outlook Paydate/Cutoff Calendars

Depending on where you are employed at the University, you can either access a Google or Outlook calendar developed by the University Payroll Office that includes the following information:

- * System cutoffs for completing and approving timesheets for each biweekly and monthly payroll
- * Biweekly and monthly pay dates for the current calendar year
- * University-designated holidays and season days for the current calendar year

This calendar will be updated every December with the payroll information for the following calendar year.

Instructions for all units, except those at the Medical School, Health System, and Flint Campus

To view this Google calendar, enter "Finance Payroll" in the search box under the "Other calendars" section of your Google calendar, and the payroll information will display as an "All day event."

Instructions for units at the Medical School and Health System

To view this Outlook calendar:

On the Home tab of your Microsoft Outlook calendar view, click the "Open Calendar" icon at the top of your screen, select "Open Shared Calendar," and type Finance-Payroll in the "Name" field. The payroll information will display as an "All day event."

Instructions for units on the Flint Campus

To view this Outlook calendar:

On the Home tab of your Microsoft Outlook calendar view, click the "Folder List" icon at the bottom of your screen to display your Public Folders. Then select "All Public Folders", "Payroll-Timekeepers", "Finance Payroll". The payroll information will display as an "All day event".