

## **Google Paydate/Cutoffs Calendar**

The Google calendar developed by the University Payroll Office 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

To view this Google calendar:

1. Hit the + sign next to "Other calendars"
2. Select "Subscribe to calendar"
3. Enter "Finance Payroll" in the search box, and select the "Finance Payroll Calendar"
4. Once selected, the payroll information will display as an "all day event" at the top of your calendar

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

## **Outlook Paydate/Cutoffs Calendar for Michigan Medicine**

The Payroll-Cutoffs-Due-Dates Outlook calendar developed by Michigan Medicine Human Resources-Payroll includes the following information:

- \* Time reporting and approving cutoffs for biweekly and monthly payrolls
- \* PAR due dates
- \* OneStaff load dates
- \* Biweekly and monthly pay dates
- \* University-designated holidays

To add the Payroll-Cutoffs-Due-Dates to your Outlook calendars:

1. Open Outlook-Calendar.
2. In the top ribbon, go to Manage Calendars, click "Open Calendar" and select "From Address Book." In the Search field enter "Payroll."
3. Select "Payroll-Cutoff-Due-Dates" from the list of results and click the "Calendar" button at the bottom of the box, and then click "OK."
4. The calendar will now display as a viewable Outlook calendar.

For questions regarding this calendar, contact Michigan Medicine Human Resources-Payroll at [hr-payroll@med.umich.edu](mailto:hr-payroll@med.umich.edu).