**HR/Payroll Deadlines Calendar**: An Outlook calendar has been created to track the deadlines involved in the University’s HR and Payroll processes. This calendar can be viewed in Outlook using the name “HR/Payroll Deadline,” and the calendar can then be used side-by-side or overlaying your personal calendar. As any deadlines are changed throughout the year they will be updated on this calendar so that it is always the most recent version of these dates. Please contact your IT support person if you need assistance selecting or using this calendar.

**Step 1**: From your Outlook calendar, click on + Add.

**Step 2**: Select Open Shared Calendar.

**Step 3**: Enter HR/Payroll Deadlines in the search box, then click OK.

**Step 4**: The HR/Payroll Deadlines calendar will appear next to your Outlook Calendar and will be added to your Shared Calendars list.
Step 5: In addition to using the calendar in a side-by-side view, you may also overlay the calendar with your calendar by clicking the arrow to the left of the calendar name.

Step 6: If you opt to overlay the calendar with your own, please note the HR/Payroll Deadlines calendar will initially default to your active calendar. As such, be sure to click on your calendar tab to make it your default.