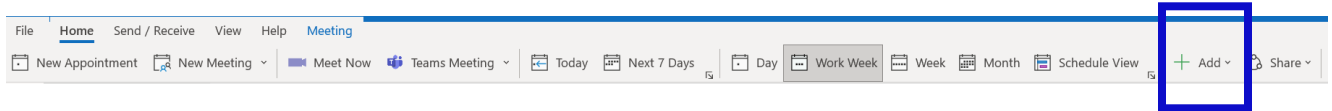
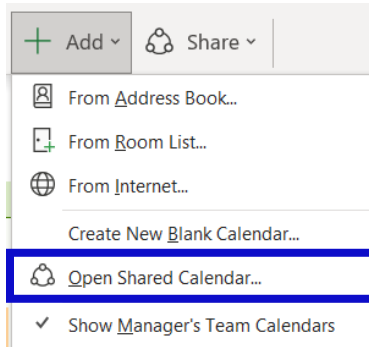


**HR/Payroll Deadlines Calendar:** An Outlook calendar has been created to track the deadlines involved in the University’s HR and Payroll processes. This calendar can be viewed in Outlook using the name “HR/Payroll Deadline,” and the calendar can then be used side-by-side or overlaying your personal 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.

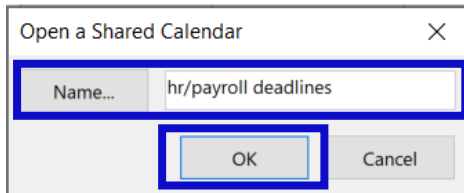
**Step 1:** From your Outlook calendar, click on **+ Add**.



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



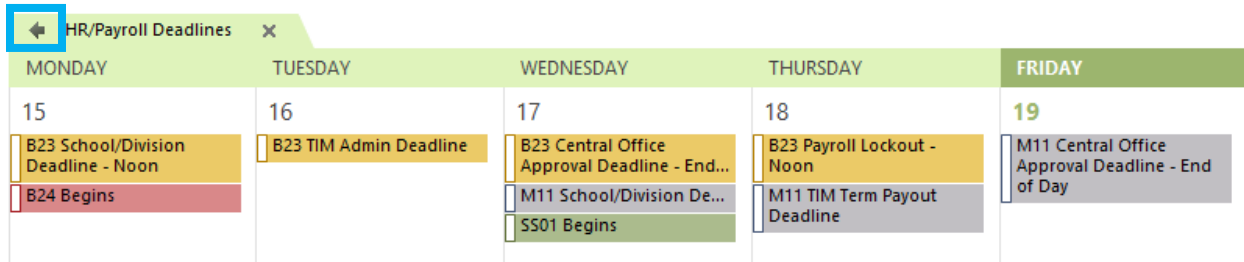
**Step 3:** Enter **HR/Payroll Deadlines** in the search box, then click OK.



**Step 4:** The HR/Payroll Deadlines calendar will appear next to your Outlook Calendar and will be added to your Shared Calendars list.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
15		16		17		18		19	
B23 School/Division Deadline - Noon		B23 TIM Admin Deadline		B23 Central Office Approval Deadline - End...		B23 Payroll Lockout - Noon		M11 Central Office Approval Deadline - End of Day	
B24 Begins				M11 School/Division De...		M11 TIM Term Payout Deadline			
				SS01 Begins					

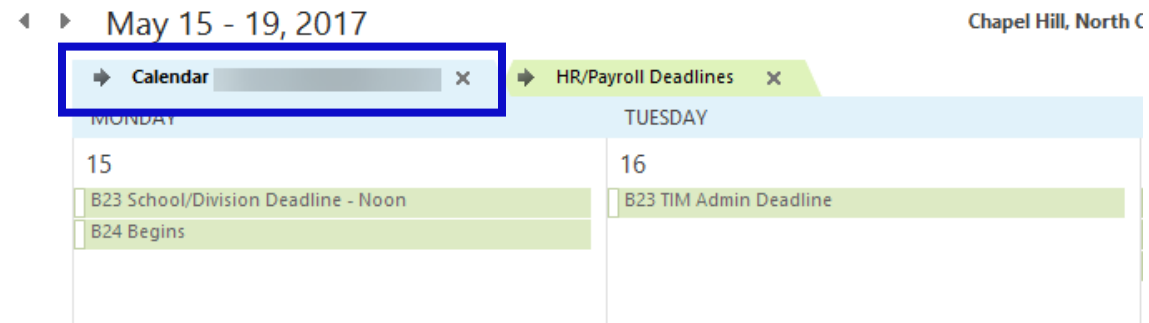
**Step 5:** In addition to using the calendar in a side-by-side view, you may also overlay the calendar with your calendar by clicking the arrow to the left of the calendar name.



A screenshot of a calendar interface showing a side-by-side view of dates from Monday to Friday. A tab labeled "HR/Payroll Deadlines" is active, indicated by a blue box around the left arrow. The calendar displays various deadlines and events for each day.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	16	17	18	19
B23 School/Division Deadline - Noon B24 Begins	B23 TIM Admin Deadline	B23 Central Office Approval Deadline - End... M11 School/Division De... SS01 Begins	B23 Payroll Lockout - Noon M11 TIM Term Payout Deadline	M11 Central Office Approval Deadline - End of Day

**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.



A screenshot of a calendar interface showing a side-by-side view of dates for May 15-19, 2017. The "Calendar" tab is selected and highlighted with a blue box, while the "HR/Payroll Deadlines" tab is inactive. The calendar displays events for Monday and Tuesday.

May 15 - 19, 2017 Chapel Hill, North C

MONDAY	TUESDAY
15	16
B23 School/Division Deadline - Noon B24 Begins	B23 TIM Admin Deadline