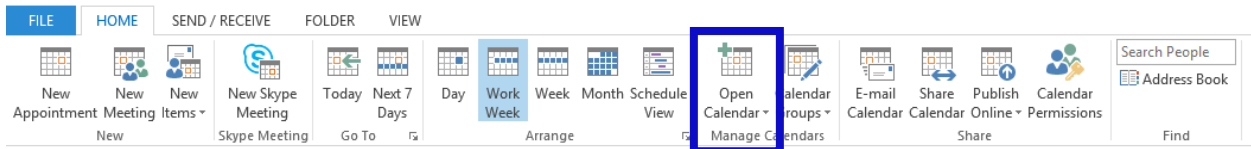
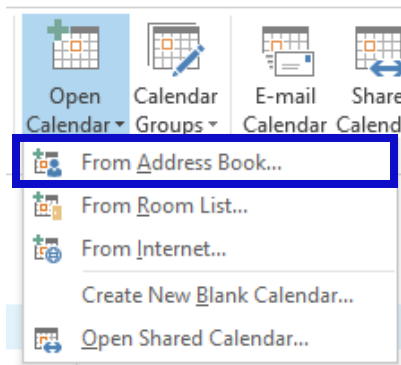


**HR/Payroll Deadlines Calendar:** An Outlook calendar has been created to track the deadlines involved in the University’s HR and Payroll processes. This calendar can be viewed via the UNC Address Book in Outlook using the name “HR/Payroll Deadline,” and the calendar can then be used side-by-side or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

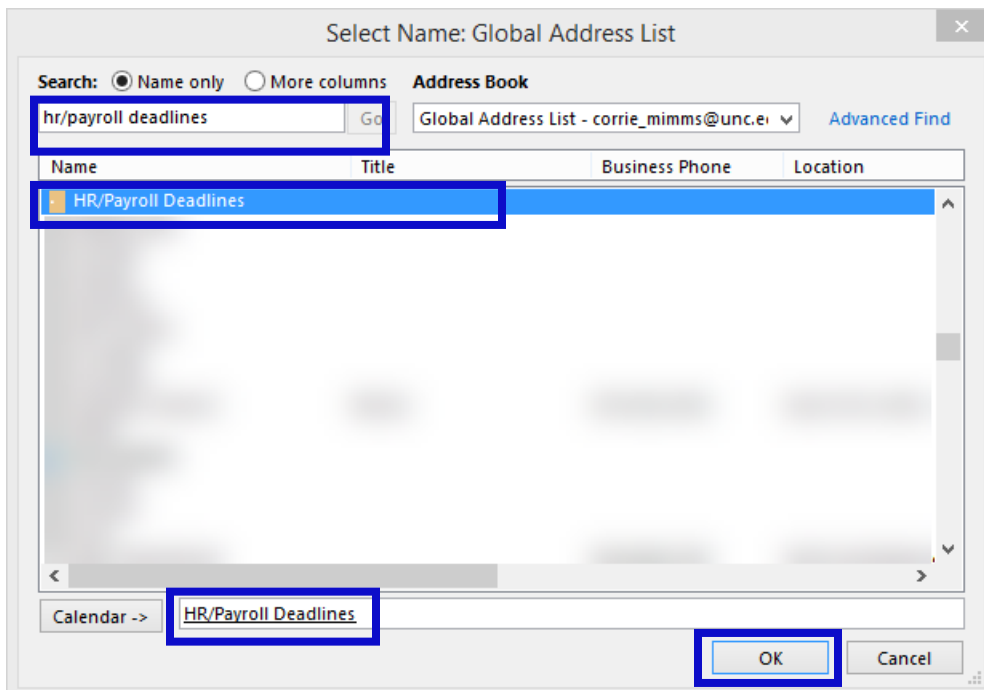
**Step 1:** From your Outlook calendar, click on **Open Calendar**.



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



**Step 3:** Enter **HR/Payroll Deadlines** in the search box, then either hit Enter or double click on the HR/Payroll Deadline result. Confirm calendar has been selected, 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.

HR/Payroll Deadlines				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	16	17	18	19
<ul style="list-style-type: none"> <li>B23 School/Division Deadline - Noon</li> <li>B24 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 TIM Admin Deadline</li> </ul>	<ul style="list-style-type: none"> <li>B23 Central Office Approval Deadline - End...</li> <li>M11 School/Division De...</li> <li>SS01 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 Payroll Lockout - Noon</li> <li>M11 TIM Term Payout Deadline</li> </ul>	<ul style="list-style-type: none"> <li>M11 Central Office Approval Deadline - End of Day</li> </ul>

**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.

HR/Payroll Deadlines				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	16	17	18	19
<ul style="list-style-type: none"> <li>B23 School/Division Deadline - Noon</li> <li>B24 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 TIM Admin Deadline</li> </ul>	<ul style="list-style-type: none"> <li>B23 Central Office Approval Deadline - End...</li> <li>M11 School/Division De...</li> <li>SS01 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 Payroll Lockout - Noon</li> <li>M11 TIM Term Payout Deadline</li> </ul>	<ul style="list-style-type: none"> <li>M11 Central Office Approval Deadline - End of Day</li> </ul>

**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.

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Calendar		HR/Payroll Deadlines	
MONDAY	TUESDAY	MONDAY	TUESDAY
15	16	15	16
<ul style="list-style-type: none"> <li>B23 School/Division Deadline - Noon</li> <li>B24 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 TIM Admin Deadline</li> </ul>	<ul style="list-style-type: none"> <li>B23 School/Division Deadline - Noon</li> <li>B24 Begins</li> </ul>	<ul style="list-style-type: none"> <li>B23 TIM Admin Deadline</li> </ul>