

Adding and Viewing the Payroll calendar

The Payroll calendar is no longer available as an Excel spreadsheet; it is now on Google Calendar. To access it, go to <https://finance.uncc.edu/resources/informational-documents/payroll-calendar> and click on **Payroll Calendar**.

Payroll Calendar

[Payroll Calendar](#) - ([Viewing Instructions](#))

The first time it is accessed, it will prompt the user to add it as an additional calendar. Click **ADD** to add it to your list of available calendars.

Add calendar

Payroll Calendar

CANCEL

ADD

Once added, the calendar will be accessible in the list at the bottom left side of Google Calendar. Click the checkbox next to it in order to display the calendar.

