How to Add Payroll Calendar(s) to Outlook

**Purpose:** This Job Aid describes the activities required to add the various Payroll Calendar(s) to Outlook. Although you are only required to add the calendar(s) using one of the following methods, once added they can be viewed from any Outlook App (including Mobile).

**Impacted Roles:** All Outlook Users

**Pre-requisites:**
- Access to Microsoft Outlook (on Web, Desktop, Mobile App)

### Task 1: Available Payroll Calendars

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Three read only Payroll Calendars have been created as shared Outlook Calendars, they included:  
- Payroll Calendar – Staff & Graduate Studies  
- Payroll Calendar – Faculty  
- Payroll Calendar – Affiliates |
| 2.   | Calendar Events include:  
- Pay Period Begin Date  
- Pay Period End Date  
- Pay Date  
- HR Transaction Deadlines  
- Time and Absence Entry & Approval Deadlines  
- Statutory Holidays |
| 3.   | Each Event may contain any of the following details:  
- Pay Run ID  
- Deadline Times  
- Additional Details/Definitions  
- Special Announcements |

### Task 2A: Add the Payroll Calendar(s) to Outlook Via Desktop App

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Add the Payroll Calendar(s) to Outlook via Desktop Application.  
The Payroll Calendars can be added on the Outlook Desktop app in the following way:  
- From your Calendar folder, go to the Home tab > Manage Calendars group, and click Add Calendar > Open Shared Calendar. |
| 2.   | In the small dialog window that opens, click Name |
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3. In the dialog window that opens, enter the name of the calendar you want to add, click the arrow to execute the search.

   Calendar Names:
   • Payroll Calendar – Staff & Graduate Studies
   • Payroll Calendar – Faculty
   • Payroll Calendar – Affiliates

4. Select the Calendar from the search results, click OK.

5. Once selected the calendar name will appear in the Name box, and you click OK.

6. The calendar is added to your Outlook under Shared Calendars. Repeat steps 1-5 to add additional payroll calendars.

Task 2B: Add the Payroll Calendars to Outlook via Web
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Add the Payroll Calendar(s) to Outlook via web.  

The Payroll Calendars can be added on web in the following way:  
- From your Calendar folder, click **Add Calendar**. |

| 2.   | In the Add calendar window that opens, click **Add from Directory** |
3. In the expanded window, select your account from the available dropdown menu.

4. Select the Calendar you wish to add by entering the name in the Search field.

5. Once selected the calendar name will appear in the Name box. Additionally, the system will default the calendar to be added to People’s calendars and you click ADD.
6. The calendar is added to your Outlook under People’s calendars. Repeat steps 1-5 to add additional payroll calendars.

Task 3: Viewing the Calendars

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Depending on which Outlook version you are using the calendars appear as follows:</td>
</tr>
</tbody>
</table>

On the **Outlook Desktop Application**, the calendars are accessible by selecting them from the **Shared Calendars** section in the lower portion of the left pane. Deselecting the calendars will hide them.

On the **Outlook Web Application**, the calendars are accessible by selecting them from the **People’s Calendars** section in the lower portion of the left pane. Deselecting the calendars will hide them.
2. By default, the calendars will display side by side, but some users may prefer a more consolidated view and may choose to **Overlay** the Calendars. To overlay a calendar, simply click on the ⬅ arrow next to the calendar name.

To separate the calendars, simply click on the ➔ arrow next to the Calendar name.

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### Task 4: Viewing the Calendar Event Details

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Calendar events may contain additional important details. Double clicking on an event will open the event to allow users to review all important information.</td>
</tr>
</tbody>
</table>

**Event Type and Deadline Time**

**Pay Run ID**

**Event Date**

**Event Details/Definitions**

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**Human Resource (HR) Transaction Deadline:** This is the deadline for HR transactions to be received by HR Operations with all necessary department and finance approvals, via HR forms or email submission to HRmaster@unmaster.ca (HR). Requests must be complete, accurate and fully approved by the HR Transaction Deadline: if requests are incomplete, inaccurate or approvals are still pending after the deadline, the request may not be processed within the pay period and can cause delays to the employee's paycheque.

1. Event Type and Deadline Time
2. Pay Run ID
3. Event Date
4. Event Details/Definitions