

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

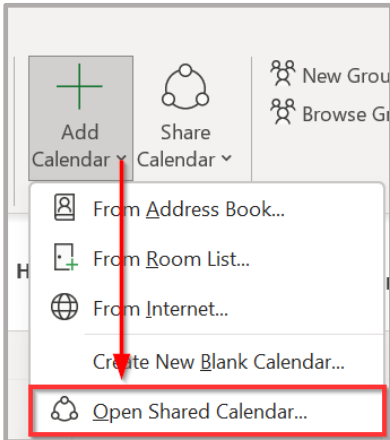
Pre-requisites:

- Access to Microsoft Outlook (on Web, Desktop, Mobile App)

Task 1: Available Payroll Calendars

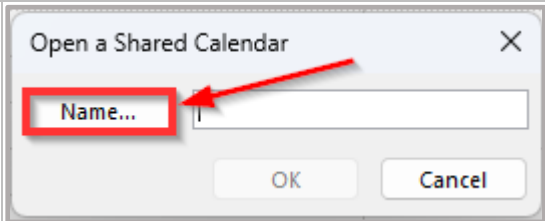
Step	Action
1.	Three read only Payroll Calendars have been created as shared Outlook Calendars, they included: <ul style="list-style-type: none">• Payroll Calendar – Staff & Graduate Studies• Payroll Calendar – Faculty• Payroll Calendar – Affiliates
2.	Calendar Events include: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Pay Run ID• Deadline Times• Additional Details/Definitions• Special Announcements

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

Step	Action
1.	<p>Add the Payroll Calendar(s) to Outlook via Desktop Application.</p> <p>The Payroll Calendars can be added on the Outlook Desktop app in the following way:</p> <ul style="list-style-type: none">• 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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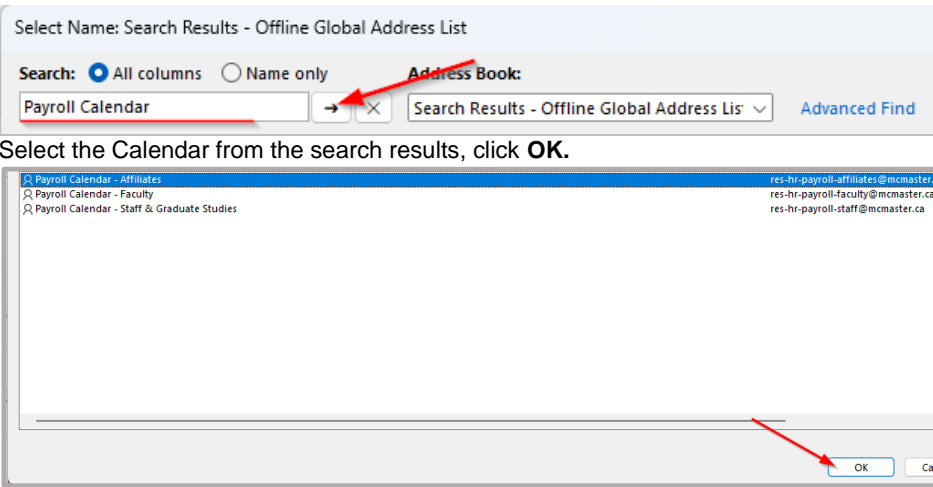
3. In the dialog window that opens, enter the name of the calendar you want to add, click the **arrow** to execute the search.



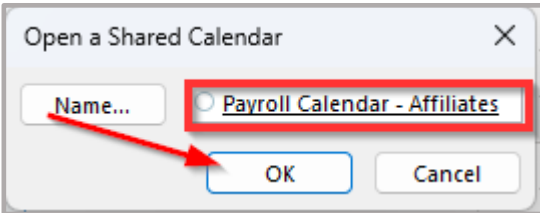
Calendar Names:

- *Payroll Calendar – Staff & Graduate Studies*
- *Payroll Calendar – Faculty*
- *Payroll Calendar – Affiliates*

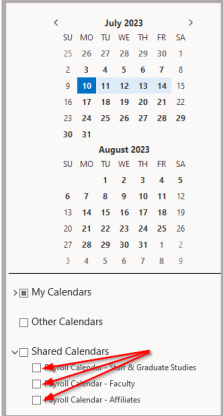
4. Select the Calendar from the search results, click **OK**.



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

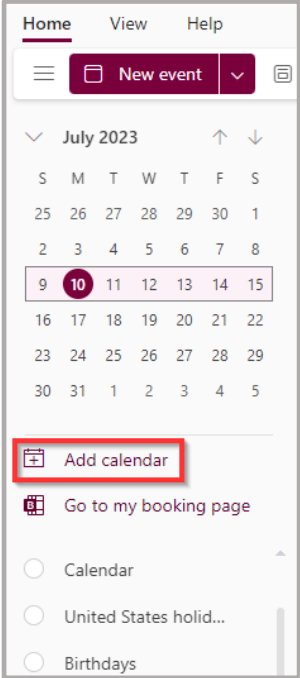
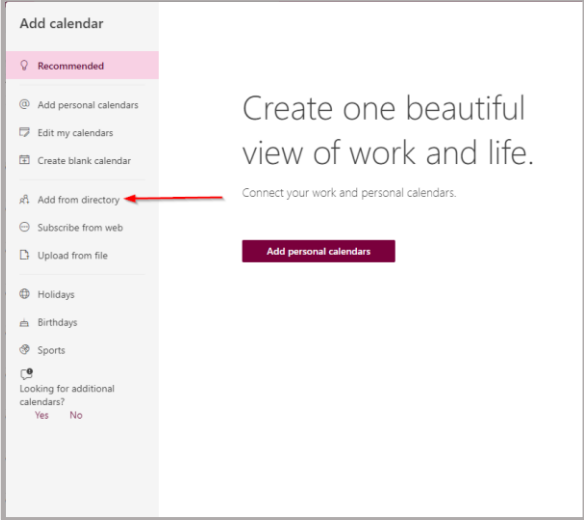


6. The calendar is added to your Outlook under **Shared Calendars**. Repeat steps 1-5 to add additional payroll calendars.



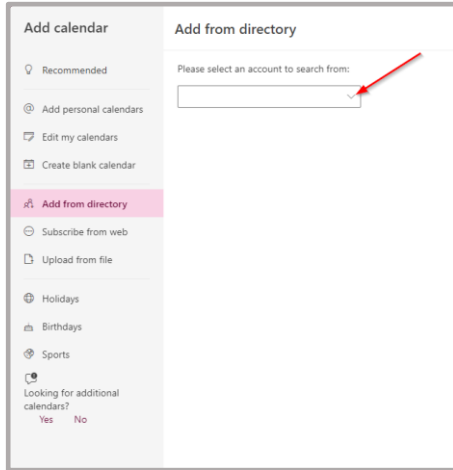
Task 2B: Add the Payroll Calendars to Outlook via Web

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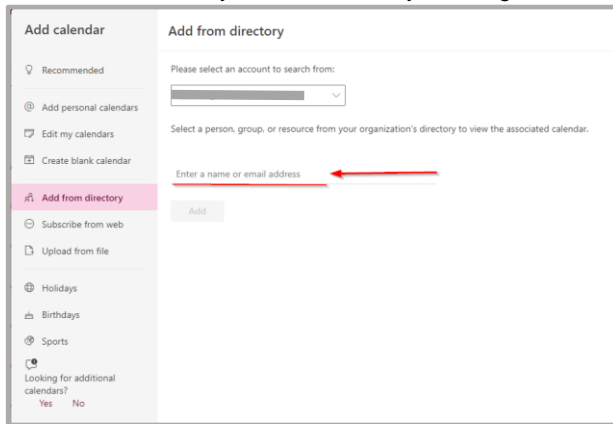
Step	Action
1.	<p>Add the Payroll Calendar(s) to Outlook via web.</p> <p>The Payroll Calendars can be added on web in the following way:</p> <ul style="list-style-type: none">From your Calendar folder, click Add Calendar.  <p>The screenshot shows the Outlook web interface. At the top, there are tabs for 'Home', 'View', and 'Help'. Below these is a 'New event' button. A calendar for July 2023 is displayed, with the 10th highlighted. Below the calendar, there is a section titled 'Add calendar' with a red box around the 'Add calendar' button. Below this are options for 'Go to my booking page', 'Calendar', 'United States holid...', and 'Birthdays'.</p>
2.	<p>In the Add calendar window that opens, click Add from Directory</p>  <p>The screenshot shows the 'Add calendar' window. On the left, there is a sidebar with options: 'Recommended', 'Add personal calendars', 'Edit my calendars', 'Create blank calendar', 'Add from directory', 'Subscribe from web', 'Upload from file', 'Holidays', 'Birthdays', 'Sports', and 'Looking for additional calendars?'. A red arrow points to the 'Add from directory' option. The main area of the window has the text 'Create one beautiful view of work and life.' and 'Connect your work and personal calendars.' Below this is a button labeled 'Add personal calendars'.</p>

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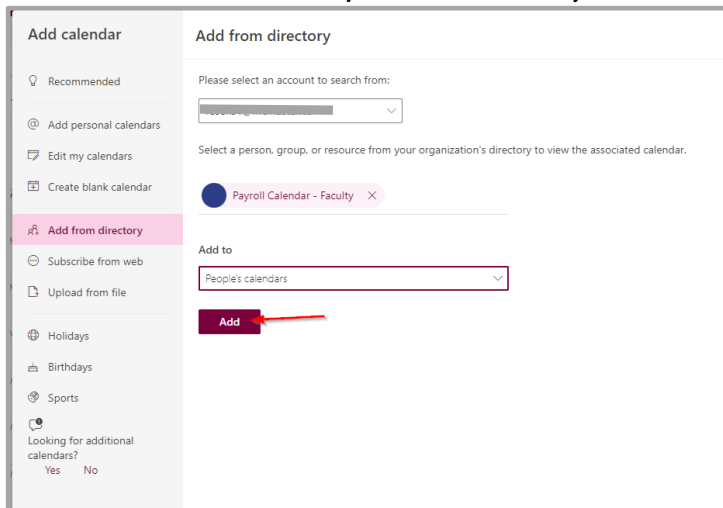
3. In the expanded window, select your account from the available dropdown menu.



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

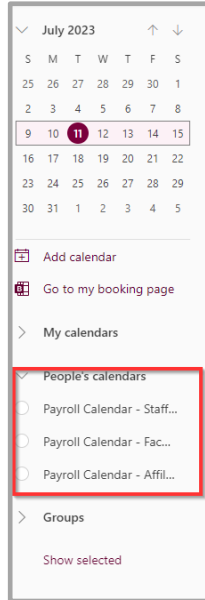


5. Once selected the calendar name will appear in the **Name** box. Additionally, the system will default the calendar to be added to **People's calendars** and you click **ADD**.



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6. The calendar is added to your Outlook under **People's calendars**. Repeat steps 1-5 to add additional payroll calendars.

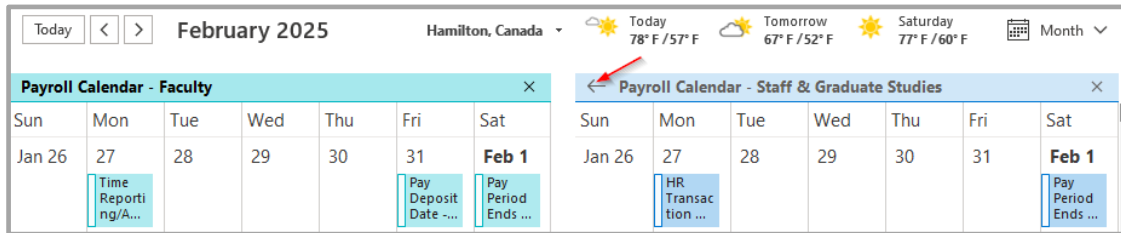


Task 3: Viewing the Calendars

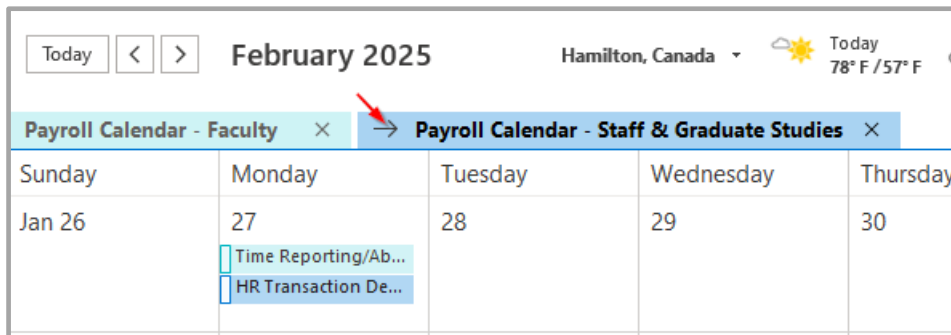
Step	Action
1.	<p>Depending on which Outlook version you are using the calendars appear as follows:</p> <p>On the Outlook Desktop Application, the calendars are accessible by selecting them from the Shared Calendars section in the lower portion of the left pane. Deselecting the calendars will hide them.</p> <p>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.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Outlook Desktop Application</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Outlook Web Application</p> </div> </div>

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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.



Task 4: Viewing the Calendar Event Details

Step	Action
1.	<p>Calendar events may contain additional important details. Double clicking on an event will open the event to allow users to review all important information.</p> <ol style="list-style-type: none"> Event Type and Deadline Time Pay Run ID Event Date Event Details/Definitions