

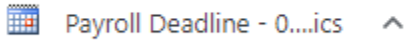
Personnel Action & Payroll Calendar – How to Add Reminders

For iCalendar and Outlook:

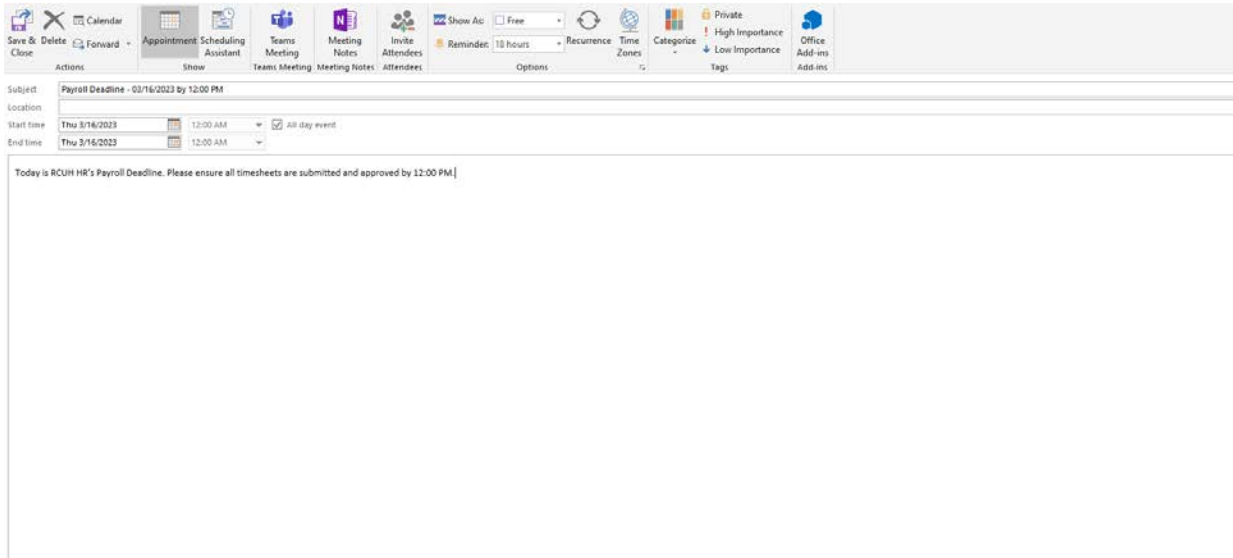
Find the event or events that you want to add and click on the hyperlink in either the “RCUH ePAF Deadline” or “RCUH Payroll Deadline” column

Pay Period	RCUH ePAF Deadline (click on link for calendar reminder)	RCUH Payroll Deadline – Noon (click on link for calendar reminder)
03/01/2023 – 03/15/2023	Monday, March 13, 2023	Thursday, March 16, 2023

This will download the calendar invite to your computer. Click on the download to open the invite in Outlook/iCalendar:



You can then adjust the invite to your preferences (Start Date, Start Time, Description, etc.). Once you are ready to add to your calendar, you can click “Save & Close”

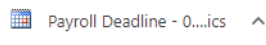


For Google Calendar:

Find the event or events that you want to add and click on the hyperlink in either the “RCUH ePAF Deadline” or “RCUH Payroll Deadline” column

Pay Period	RCUH ePAF Deadline (click on link for calendar reminder)	RCUH Payroll Deadline – Noon (click on link for calendar reminder)
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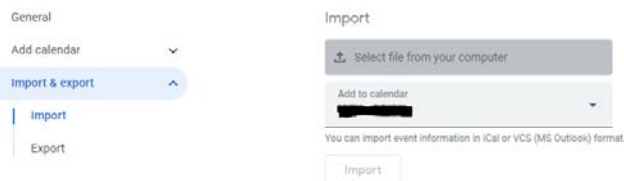
This will download the calendar invite to your computer.



Once you have downloaded the reminder, open your Google Calendar and Click the “Settings” icon.



In “Settings”, you will click “Import & export” > “Import” > “Select file from your computer”. You’ll then select the “.ics” Calendar file from your downloads. Once selected, you will then click “Import” and the event should be added to your calendar.



You can then make any necessary changes to the event (Description, reminder time, etc.):

