A number of folks have asked for reminders to be sent regarding upcoming payrolls. To accommodate different schedules and different types of reminders we have created a Student Payroll calendar. If you would like to set up reminders for upcoming timesheet due dates please follow the instructions below:

1. Login to your Google Calendar. ([http://myrmucal marymount.edu/](http://myrmucal marymount.edu/))

2. Click the dropdown box next to “Other Calendars” on the left side of the screen and choose add by URL.
3. Paste the text below in the URL box and click the Add Calendar button.
   - http://www.google.com/calendar/calrightsedit/marymount.edu_mvek238j11j5f32h4q39178ftg%40group.calendar.google.com/private-asfd812cidad9a62c659105adc0d5b27d5/basic.ics

1. The Student Payroll Calendar will now appear in your “Other Calendars” list. If it does not please click your browser’s refresh button.
2. To set up your notification settings for dates on this calendar hover over Student Payroll in your calendars list and click Notifications.

3. You may add one or more reminders that will alert you before each event on this calendar. Click add reminder and choose between the following:
   - Pop-up – This will send calendar notifications (iPhone, Android, desktop app)
   - E-Mail – This will send you e-mail reminders before events
   - SMS – This will send you test alerts before events (to activate this option you will need to follow the instructions at the bottom of the page)