

PAYROLL PLANNING CALENDAR

JULY 2015

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
6/28 6B / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	6/29 6B / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	6/30 6B / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	1 6B / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7A / 2015 DUE BY 4 P.M.	2 6B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	3	4 <i>INDEPENDENCE DAY</i>
5	6	7	8 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8M / 2015 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	9	10	11
12 7A / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	13 7A / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	14 7A / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	15 7A / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7B / 2015 DUE BY 4 P.M.	16 7A / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	17 7M / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	18
19 7M / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	20 7M / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	21 7M / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 7M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	22 7M / 2015 5 TH BATCH PRELIM CALC & ABSENCE LOAD ENTER ABSENCES BY 8 P.M. ABSENCE LOAD OVERNIGHT	23 7M / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	24	25
26 7B / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	27 7B / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	28 7B / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	29 7B / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8A / 2015 DUE BY 4 P.M.	30 7B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	31	8/1

Deliver all payroll information to: PAYROLL, South Hall Mail Room, 102 South Hall