

PAYROLL PLANNING CALENDAR

AUGUST 2015

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/26 7B / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	7/27 7B / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	7/28 7B / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	7/29 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.	7/30 7B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	7/31 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9M / 2015 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT- TERM STAFF) DEADLINE #2: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 4 P.M.	1
2	3	4	5	6	7	8
9 8A / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	10 8A / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	11 8A / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12 8A / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8B / 2015 DUE BY 4 P.M.	13 8A / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	14 8M / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD *** (SUBJECT TO CHANGE, WAITING FOR INFO FROM UWSC) *** PAYROLL ADVANCES FOR NEW UNCLASSIFIED EMPLOYEES DUE	15
16 8M / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	17 8M / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	18 8M / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 8M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	19 8M / 2015 5 TH BATCH PRELIM CALC & ABSENCE LOAD ENTER ABSENCES BY 8 P.M. ABSENCE LOAD OVERNIGHT	20 8M / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	21	22
23 8B / 2015 & AUGUST REMAINDER SUMMER SESSION 1 ST BATCH PRELIM CALC & ABSENCE LOAD	24 8B / 2015 & AUGUST REMAINDER SUMMER SESSION 2 ND BATCH PRELIM CALC & ABSENCE LOAD	25 8B / 2015 & AUGUST REMAINDER SUMMER SESSION 3 RD BATCH PRELIM CALC & ABSENCE LOAD	26 8B / 2015 & AUGUST REMAINDER SUMMER SESSION 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2015 DUE BY 4 P.M.	27 8B / 2015 & AUGUST REMAINDER SUMMER SESSION * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	28	29

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