

# PAYROLL PLANNING CALENDAR

# SEPTEMBER 2015

Centralized w/Delegations &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

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

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