

**PAYROLL  
PLANNING CALENDAR**

**OCTOBER 2015**  
Centralized w/Delegations &  
Decentralized Departments

**COLLEGE OF  
LETTERS & SCIENCE**

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

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