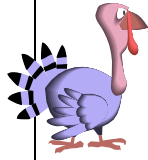


PAYROLL PLANNING CALENDAR



NOVEMBER 2015

Centralized w/Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1 10C / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	2 10C / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	3 10C / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	4 10C / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11A / 2015 DUE BY 4 P.M.	5 10C / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	6 MISSING LEAVE REPORTS MUST BE ENTERED TO AVOID ANY SICK LEAVE REDUCTION	7
8	9	10	11	12	13 11A / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12M / 2015 DUE BY 4 P.M.	14
15 11A / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	16 11A / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	17 11A / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD	18 *** EARLY DEADLINE *** 11A / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u> JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11B / 2015 DUE BY 4 P.M.	19 11M / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	20 11M / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD *** EARLY DEADLINE *** COMMUNICATE ALL 11M / 2015 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	21 11M / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD
22 11M / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD	23 *** EARLY DEADLINE *** 11M / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	24	25	26 <i>HAPPY THANKSGIVING!</i> PAYROLL OFFICE CLOSED	27	28
29 11B / 2015 1 ST BATCH PRELIM CALC & ABSENCE LOAD	30 11B / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	12/1 11B / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12/2 11B / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12A / 2015 DUE BY 4 P.M.	12/3 11B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	12/4	12/5

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