

# PAYROLL PLANNING CALENDAR

# DECEMBER 2015

Centralized w/Delegations &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
11/29 11B / 2015 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	11/30 11B / 2015 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	1 11B / 2015 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	2 11B / 2015 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12A / 2015 DUE BY 4 P.M.	3 11B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	4	5
6 <i>HANUKKAH</i>	7 ALL 2015 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY <b>4 P.M.</b> TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2015 W-2s	8	9 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1M / 2016 (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DUE BY 4 P.M.  DEADLINE #1: JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	10	11 12A / 2015 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	12
13 12A / 2015 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	14 12A / 2015 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD  DEADLINE #2: JEMS ENTRIES FOR SPRING SEMESTER TA DUE BY 4 P.M.	15 12A / 2015 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	16 <b>*** EARLY DEADLINE ***</b> 12A / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12B / 2015 DUE BY 4 P.M.	17 12M / 2015 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	18 12M / 2015 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>COMMUNICATE ALL 12M / 2015 DISCREPANCIES TO L&amp;S PAYROLL BY 12 P.M.</b>	19 12M / 2015 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD
20 12M / 2015 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 ALL MISSED PAYROLL REQUESTS (MONTHLY & <b>BIWEEKLY</b> ) FOR 2015 SALARY DUE BY <b>9 A.M.</b> FOR INCLUSION ON 2015 W-2s  12M / 2015 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 <b>*** EARLY DEADLINE ***</b> 12M / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	23	24 <i>CHRISTMAS EVE</i> PAYROLL OFFICE CLOSED	25 <i>CHRISTMAS DAY</i> PAYROLL OFFICE CLOSED	26 12B / 2015 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD  <i>KWANZAA</i>
27 12B / 2015 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	28 12B / 2015 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	29 12B / 2015 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	30 <b>*** EARLY DEADLINE ***</b> 12B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1A / 2016 DUE BY 4 P.M.	31 <i>NEW YEAR'S EVE</i> PAYROLL OFFICE CLOSED	1/1 <i>NEW YEAR'S DAY</i> PAYROLL OFFICE CLOSED	1/2

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