

PAYROLL PLANNING CALENDAR

JANUARY 2016

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
12/27 12B / 2015 2 ND BATCH PRELIM CALC & ABSENCE LOAD	12/28 12B / 2015 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12/29 12B / 2015 4 TH BATCH PRELIM CALC & ABSENCE LOAD	12/30 *** EARLY DEADLINE *** 12B / 2015 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1A / 2016 DUE BY 4 P.M.	12/31 NEW YEAR'S EVE PAYROLL OFFICE CLOSED	1 NEW YEAR'S DAY PAYROLL OFFICE CLOSED	2
3	4	5	6	7	8 1A / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	9
10 1A / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	11 1A / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12 1A / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD	13 *** EARLY DEADLINE *** 1A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1B / 2016 DUE BY 4 P.M.	14 1M / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	15 1M / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2M / 2016 DUE BY 4 P.M.	16
17 1M / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	18 1M / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD <i>MARTIN LUTHER KING JR. DAY</i> PAYROLL OFFICE CLOSED	19 1M / 2016 5 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 1M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	20 1M / 2016 6 TH BATCH PRELIM CALC & ABSENCE LOAD	21 1M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	22	23
24 1B / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	25 1B / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	26 1B / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	27 1B / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2A / 2016 DUE BY 4 P.M.	28 1B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	29	30

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