

# PAYROLL PLANNING CALENDAR

# FEBRUARY 2016

Centralized w/ Delegations Departments &  
Decentralized Departments

# COLLEGE of LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1/31	1	2	3	4	5	6
7 2A / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	8 2A / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	9 2A / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	10 2A / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2B / 2016 DUE BY 4 P.M.	11 2A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b><u>12 P.M.</u></b>	12 2M / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	13
14 2M / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	15 2M / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	16 2M / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>COMMUNICATE ALL 2M / 2016 DISCREPANCIES TO L&amp;S PAYROLL BY 12 P.M.</b>	17 2M / 2016 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	18 2M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b><u>12 P.M.</u></b>	19 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 3M / 2016 DUE BY 4 P.M.	20
21 2B / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 2B / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	23 2B / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	24 2B / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 3A / 2016 DUE BY 4 P.M.	25 2B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b><u>12 P.M.</u></b>	26	27

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