

PAYROLL PLANNING CALENDAR

MARCH 2016

Centralized w/ Delegations Departments
&
Decentralized Departments



COLLEGE of LETTERS & SCIENCE

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

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