

# PAYROLL PLANNING CALENDAR

# APRIL 2016

Centralized w/ Delegations Departments  
&  
Decentralized Departments

# COLLEGE of LETTERS & SCIENCE

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

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