

# PAYROLL PLANNING CALENDAR

# MAY 2016

Centralized w/ Delegations Departments  
&  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

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

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