

PAYROLL PLANNING CALENDAR

JUNE 2016

Centralized w/ Delegations Departments
&
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|--|--|--|---|---|---|
| 5/29 5B / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD | 5/30 5B / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD <i>MEMORIAL DAY</i> L&S HR/PAYROLL OFFICE CLOSED | 5/31 5B / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD | 1 5B / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 6A / 2016 DUE BY 4 P.M. | 2 5B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. | 3 | 4 |
| 5 | 6 | 7 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7M / 2016 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE) | 8 | 9 | 10 | 11 |
| 12 6A / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD | 13 6A / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD ALL FY16 SALARY COST TRANSFERS DUE BY 4 P.M. | 14 6A / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD | 15 6A / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 6B / 2016 DUE BY 4 P.M. | 16 *** EARLY DEADLINE *** 6A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 10 A.M. 6M / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD | 17 6M / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD * NON-REG DEADLINE * COMMUNICATE ALL 6M / 2016 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M. | 18 6M / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD |
| 19 6M / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD | 20 6M / 2016 5 TH BATCH PRELIM CALC & ABSENCE LOAD | 21 * NON-REG DEADLINE * 6M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. | 22 | 23 | 24 6B / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD | 25 |
| 26 6B / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD | 27 6B / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD | 28 6B / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD | 29 *** EARLY DEADLINE *** 6B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. | 30 | 7/1 | 7/2 |

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