

PAYROLL PLANNING CALENDAR

JULY 2016

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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