

PAYROLL PLANNING CALENDAR

AUGUST 2016

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/31	1	2	3	4	5 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9M / 2016 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF) DEADLINE #1: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 4 P.M.	6
7 8A / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	8 8A / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	9 8A / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	10 8A / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8B / 2016 DUE BY 4 P.M.	11 8A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	12 8M / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD DEADLINE #2: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 4 P.M.	13
14 8M / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	15 8M / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	16 8M / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 8M / 2016 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	17 8M / 2016 5 TH BATCH PRELIM CALC & ABSENCE LOAD	18 8M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	19 *** (SUBJECT TO CHANGE, WAITING FOR UWSC'S INFO) *** SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2016) DUE BY 4 P.M.	20
21 8B / 2016 & AUGUST REMAINDER SUMMER SESSION 1 ST BATCH PRELIM CALC & ABSENCE LOAD	22 8B / 2016 & AUGUST REMAINDER SUMMER SESSION 2 ND BATCH PRELIM CALC & ABSENCE LOAD	23 8B / 2016 & AUGUST REMAINDER SUMMER SESSION 3 RD BATCH PRELIM CALC & ABSENCE LOAD	24 8B / 2016 & AUGUST REMAINDER SUMMER SESSION 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2016 DUE BY 4 P.M.	25 8B / 2016 & AUGUST REMAINDER SUMMER SESSION * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	26	27

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