

PAYROLL PLANNING CALENDAR

SEPTEMBER 2016

Centralized w/Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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