

PAYROLL
PLANNING CALENDAR

OCTOBER 2016
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
9/25	9/26	9/27	9/28	9/29	9/30 10A / 2016 TIMESHEETS DUE BY 2 P.M.	1
2	3 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	4 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M. EMPLOYEE BENEFITS FAIR 11 A.M. TO 7 P.M. UNION SOUTH	5 HRS/JEMS FORMS FOR 10B / 2016 DUE BY 4 P.M.	6	7 HRS/JEMS FORMS FOR 11M / 2016 DUE BY 4 P.M. FA, AS, LI LEAVE REPORTS FOR SEPTEMBER AND MISSING REPORTS DUE BY 4 P.M.	8
9	10	11	12	13 *** EARLY DEADLINE *** 10B / 2016 TIMESHEETS DUE BY 2 P.M.	14 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	15
16	17 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	18	19 HRS/JEMS FORMS FOR 10C / 2016 DUE BY 4 P.M.	20	21 * NON-REG DEADLINE * COMMUNICATE ALL 10M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	22
23	24	25	26	27	28 10C / 2016 TIMESHEETS DUE BY 2 P.M.	29

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

PAYROLL
PLANNING CALENDAR

OCTOBER 2016
Centralized w/Delegations &
Decentralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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