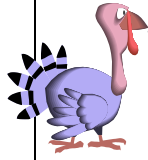


# PAYROLL PLANNING CALENDAR



# NOVEMBER 2016

Centralized w/Delegations &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
10/30 10C / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	10/31 10C / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	1 10C / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	2 10C / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11A / 2016 DUE BY 4 P.M.	3 10C / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	4	5
6	7	8	9 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12M / 2016 DUE BY 4 P.M.	10	11 11A / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	12
13 11A / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	14 11A / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	15 11A / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	16 <b>*** EARLY DEADLINE ***</b> 11A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11B / 2016 DUE BY 4 P.M.	17 11M / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	18 11M / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>*** NON-REG DEADLINE ***</b> <b>COMMUNICATE ALL</b> <b>11M / 2016</b> <b>DISCREPANCIES</b> <b>TO L&amp;S HR/PAYROLL</b> <b>BY 12 P.M.</b>	19 11M / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD
20 11M / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 11M / 2016 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>MISSING LEAVE REPORTS</b> <b>MUST BE ENTERED BY 8 P.M.</b> <b>TO AVOID ANY</b> <b>SICK LEAVE REDUCTION</b>	22 <b>*** NON-REG DEADLINE ***</b> 11M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	23	24 <i>HAPPY THANKSGIVING!</i> L&S HR/PAYROLL OFFICE CLOSED	25	26
27 11B / 2016 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	28 11B / 2016 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	29 11B / 2016 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	30 11B / 2016 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12A / 2016 DUE BY 4 P.M.	12/1 11B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	12/2	12/3

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