

PAYROLL PLANNING CALENDAR

DECEMBER 2016

Centralized w/Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
11/27 11B / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	11/28 11B / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	11/29 11B / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	11/30 11B / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12A / 2016 DUE BY 4 P.M.	1 11B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	2	3
4	5	6	7	8	9 ALL 2016 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY 4 P.M. TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2016 W-2s	10
11 12A / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	12 12A / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1M / 2017 (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DUE BY 4 P.M. DEADLINE #1: JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	13 12A / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	14 12A / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12B / 2016 DUE BY 4 P.M.	15 12A / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	16 12M / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD DEADLINE #2: JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	17
18 12M / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD	19 12M / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2016 SALARY DUE BY 9 A.M. FOR INCLUSION ON 2016 W-2s	20 12M / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 12M / 2016 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	21 12M / 2016 5 TH BATCH PRELIM CALC & ABSENCE LOAD	22 12M / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	23 12B / 2016 1 ST BATCH PRELIM CALC & ABSENCE LOAD	24 <i>HANUKKAH</i> <i>CHRISTMAS EVE</i>
25 <i>CHRISTMAS DAY</i>	26 12B / 2016 2 ND BATCH PRELIM CALC & ABSENCE LOAD KWANZAA <i>CHRISTMAS DAY (OBSERVED)</i> L&S HR/PAYROLL OFFICE CLOSED	27 12B / 2016 3 RD BATCH PRELIM CALC & ABSENCE LOAD	28 12B / 2016 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1A / 2017 DUE BY 4 P.M.	29 *** EARLY DEADLINE *** 12B / 2016 * FINAL CALC * CONFIRMATION DEADLINE AT 10 A.M.	30	31 <i>NEW YEAR'S EVE</i>
1/1 <i>NEW YEAR'S DAY</i>	1/2 <i>NEW YEAR'S DAY (OBSERVED)</i> L&S HR/PAYROLL OFFICE CLOSED	1/3	1/4	1/5	1/6	1/7

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