

PAYROLL PLANNING CALENDAR

JANUARY 2017

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 <i>NEW YEAR'S DAY (OBSERVED)</i> L&S HR/PAYROLL OFFICE CLOSED	3	4	5	6	7
8 1A / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	9 1A / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	10 1A / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	11 1A / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1B / 2017 DUE BY 4 P.M.	12 *** EARLY DEADLINE *** 1A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>10 A.M.</u>	13 1M / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2M / 2017 DUE BY 4 P.M.	14
15 1M / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	16 1M / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD <i>MARTIN LUTHER KING JR. DAY</i> L&S HR/PAYROLL OFFICE CLOSED	17 1M / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 1M / 2017 DISCREPANCIES TO L&S PAYROLL BY <u>12 P.M.</u>	18 1M / 2017 5 TH BATCH PRELIM CALC & ABSENCE LOAD	19 1M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	20	21
22 1B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	23 1B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	24 1B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	25 1B / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2A / 2017 DUE BY 4 P.M.	26 1B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	27	28
29	30	31	2/1	2/2	2/3	2/4

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