

PAYROLL PLANNING CALENDAR

FEBRUARY 2017

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE of LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1/29	1/30	1/31	1	2	3	4
5 2A / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	6 2A / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	7 2A / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	8 2A / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2B / 2017 DUE BY 4 P.M.	9 2A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	10 2M / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 3M / 2017 DUE BY 4 P.M.	11
12 2M / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	13 2M / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	14 2M / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 2M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	15 2M / 2017 5 TH BATCH PRELIM CALC & ABSENCE LOAD	16 2M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	17 2B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	18
19 2B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	20 2B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	21 2B / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD	22 *EARLY DEADLINE* 2B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 3A / 2017 DUE BY 4 P.M. TENTATIVE: HRS OUTAGE STARTING 12 P.M.	23 HRS OUTAGE	24 HRS OUTAGE	25 HRS OUT- AGE
26 HRS OUTAGE	27 TARGETED: HRS 9.2 GO LIVE IN A.M.	28	3/1	3/2	3/3	3/4

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