

# PAYROLL PLANNING CALENDAR

# MARCH 2017

Centralized w/ Delegations Departments  
&  
Decentralized Departments



# COLLEGE of LETTERS & SCIENCE

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

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