

PAYROLL PLANNING CALENDAR

APRIL 2017

Centralized w/ Delegations Departments
& Decentralized Departments

COLLEGE of LETTERS & SCIENCE

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

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