

PAYROLL PLANNING CALENDAR

MAY 2017

Centralized w/ Delegations Departments
&
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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