

PAYROLL PLANNING CALENDAR

JUNE 2017

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
5/28 5B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	5/29 5B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD <i>MEMORIAL DAY</i> L&S HR/PAYROLL OFFICE CLOSED	5/30 5B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	5/31 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.	1 5B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	2	3
4	5	6	7 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7M / 2017 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	8	9	10
11 6A / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	12 6A / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD ALL FY17 SALARY COST TRANSFERS DUE BY 4 P.M.	13 6A / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	14 6A / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 6B / 2017 DUE BY 4 P.M.	15 6A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	16 6M / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	17 6M / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD
18 6M / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	19 6M / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD * NON-REG DEADLINE * COMMUNICATE ALL 6M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	20 6M / 2017 5 TH BATCH PRELIM CALC & ABSENCE LOAD	21 * NON-REG DEADLINE * 6M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	22	23 6B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	24
25 6B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	26 6B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	27 6B / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD	28 *** EARLY DEADLINE *** 6B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7A / 2017 DUE BY 4 P.M.	29	30	7/1

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