

PAYROLL PLANNING CALENDAR

JULY 2017

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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