

PAYROLL PLANNING CALENDAR

AUGUST 2017

Centralized w/Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/30	7/31	1	2	3	4 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9M / 2017 DUE BY 4 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF) DEADLINE #1: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 4 P.M.	5
6 8A / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	7 8A / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	8 8A / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	9 8A / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8B / 2017 DUE BY 4 P.M.	10 8A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>12 P.M.</u>	11 DEADLINE #2: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 4 P.M.	12
13	14	15	16	17	18 8B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2017) DUE BY 4 P.M.	19
20 8B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	21 8B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	22 8B / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD	23 *** EARLY DEADLINE *** 8B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>10 A.M.</u> 8M / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2017 DUE BY 4 P.M.	24 * NON-REG DEADLINE * COMMUNICATE ALL 8M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M. 8M / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	25 8M / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	26 8M / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD
27 8M / 2017 5 TH BATCH PRELIM CALC & ABSENCE LOAD	28 * NON-REG DEADLINE * 8M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <u>10 A.M.</u>	29	30	31	9/1	9/2

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