

PAYROLL PLANNING CALENDAR

SEPTEMBER 2017

Centralized w/Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
8/27	8/28	8/29	8/30	8/31	1	2
3 9A / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	4 9A / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD <i>LABOR DAY</i> L&S HR/PAYROLL OFFICE CLOSED	5 9A / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	6 9A / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9B / 2017 DUE BY 4 P.M.	7 9A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	8 9M / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10M / 2017 DUE BY 4 P.M.	9
10 9M / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	11 9M / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12 9M / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD	13 9M / 2017 5 TH BAT6H PRELIM CALC & ABSENCE LOAD *NON-REGULAR DEADLINE* COMMUNICATE ALL 9M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 9 A.M.	14 9M / 2017 6 TH BAT6H PRELIM CALC & ABSENCE LOAD	15 *NON-REGULAR DEADLINE* 9M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	16
17 9B / 2017 1 ST BATCH PRELIM CALC & ABSENCE LOAD	18 9B / 2017 2 ND BATCH PRELIM CALC & ABSENCE LOAD	19 9B / 2017 3 RD BATCH PRELIM CALC & ABSENCE LOAD	20 9B / 2017 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9C / 2017 DUE BY 4 P.M.	21 9B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	22	23
24	25	26	27	28	29	30

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