

**PAYROLL
PLANNING CALENDAR**

OCTOBER 2017
Centralized w/Delegations &
Decentralized Departments

**COLLEGE OF
LETTERS & SCIENCE**

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

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