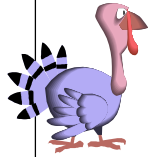


PAYROLL PLANNING CALENDAR



NOVEMBER 2017

Centralized w/Delegations & Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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