

# PAYROLL PLANNING CALENDAR

## DECEMBER 2017

Centralized w/Delegations &  
Decentralized Departments

## COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8 ALL 2017 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY <b>2 P.M.</b> TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2017 W-2s  <b>DEADLINE #1:</b> JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.	9
10 12A / 2017 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	11 12A / 2017 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	12 12A / 2017 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	13 12A / 2017 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1M / 2018 (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DUE BY 4 P.M.  <b>DEADLINE #2:</b> JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 4 P.M.  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12B / 2017 DUE BY 4 P.M.	14 12A / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	15 12M / 2017 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	16
17 12M / 2017 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	18 12M / 2017 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>*** NON-REG DEADLINE ***</b> <b>COMMUNICATE ALL</b> <b>12M / 2017</b> <b>DISCREPANCIES</b> <b>TO L&amp;S PAYROLL BY 12 P.M.</b>	19 12M / 2017 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	20 <b>*** NON-REG DEADLINE ***</b> 12M / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	21 12B / 2017 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 12B / 2017 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD  ALL MISSED PAYROLL REQUESTS ( <b>MONTHLY &amp; BIWEEKLY</b> ) FOR 2017 SALARY DUE BY <b>2 P.M.</b> FOR INCLUSION ON 2017 W-2s	23
24 <i>CHRISTMAS EVE</i>	25 <i>CHRISTMAS DAY</i> L&S HR/PAYROLL OFFICE CLOSED	26 12B / 2017 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	27 12B / 2017 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1A / 2018 DUE BY 4 P.M.	28 <b>*** EARLY DEADLINE ***</b> 12B / 2017 * FINAL CALC * CONFIRMATION DEADLINE AT <b>10 A.M.</b>	29	30
31 <i>NEW YEAR'S EVE</i>	1/1 <i>NEW YEAR'S DAY</i> L&S HR/PAYROLL OFFICE CLOSED	1/2	1/3	1/4	1/5	1/6

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