

PAYROLL PLANNING CALENDAR

JANUARY 2018

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
12/31	1 <i>NEW YEAR'S DAY</i> L&S HR/PAYROLL OFFICE CLOSED	2	3	4	5 1A / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	6
7 1A / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	8 1A / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	9 1A / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD	10 * EARLY DEADLINE * 1A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1B / 2018 DUE BY 2 P.M.	11 1M / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	12 1M / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2M / 2018 DUE BY 2 P.M.	13
14 1M / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	15 <i>MARTIN LUTHER KING JR. DAY</i> L&S HR/PAYROLL OFFICE CLOSED	16 1M / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 1M / 2018 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	17 1M / 2018 5 TH BATCH PRELIM CALC & ABSENCE LOAD	18 1M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	19	20
21 1B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	22 1B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	23 1B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	24 1B / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2A / 2018 DUE BY 2 P.M.	25 1B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	26	27
28	29	30	31	2/1	2/2	2/3

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