

PAYROLL PLANNING CALENDAR

FEBRUARY 2018

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE of LETTERS & SCIENCE

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

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