

PAYROLL PLANNING CALENDAR

MARCH 2018

Centralized w/ Delegations Departments
&
Decentralized Departments



COLLEGE of LETTERS & SCIENCE

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

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