

PAYROLL PLANNING CALENDAR

APRIL 2018

Centralized w/ Delegations Departments
& Decentralized Departments

COLLEGE of LETTERS & SCIENCE

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

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