

PAYROLL PLANNING CALENDAR

MAY 2018

Centralized w/ Delegations Departments
&
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

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

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