

PAYROLL PLANNING CALENDAR

JUNE 2018

Centralized w/ Delegations Departments &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
5/27 5B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	5/28 5B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD <i>MEMORIAL DAY</i> L&S HR/PAYROLL OFFICE CLOSED	5/29 5B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	5/30 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.	5/31 5B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	1	2
3	4	5	6	7	8 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7M / 2018 DUE BY 2 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	9
10 6A / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	11 6A / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD ALL FY18 SALARY COST TRANSFERS DUE BY 2 P.M.	12 6A / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	13 6A / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 6B / 2018 DUE BY 2 P.M.	14 6A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	15 6M / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	16
17 6M / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	18 6M / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	19 6M / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 6M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	20 6M / 2018 5 TH BATCH PRELIM CALC & ABSENCE LOAD	21 6M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	22 6B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	23
24 6B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	25 6B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	26 6B / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD	27 *** EARLY DEADLINE *** 6B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7A / 2018 DUE BY 2 P.M.	28	29	30

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