

# PAYROLL PLANNING CALENDAR

# JULY 2018

Centralized w/Delegations Departments &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

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

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