

# PAYROLL PLANNING CALENDAR

# AUGUST 2018

Centralized w/Delegations Departments &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
7/29	7/30	7/31	1	2	3	4
5 8A / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	6 8A / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9M / 2018 DUE BY 2 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF)</b>  <b>DEADLINE #1: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 2 P.M.</b>	7 8A / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	8 8A / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8B / 2018 DUE BY 2 P.M.	9 8A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	10 8M / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>DEADLINE #2: JEMS ENTRIES FOR FALL SEMESTER TA DUE BY 2 P.M.</b>	11
12 8M / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	13 8M / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	14 8M / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>COMMUNICATE ALL 8M / 2018 DISCREPANCIES TO L&amp;S HR/PAYROLL BY 12 P.M.</b>	15 8M / 2018 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	16 8M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	17 <b>*** SUBJECT TO CHANGE ***</b> SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2018) DUE BY 2 P.M.	18
19 8B / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	20 8B / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 8B / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 8B / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2018 DUE BY 2 P.M.	23 8B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	24	25
26	27	28	29	30	31	9/1

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